

Local Governing Board	
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Contents

1. Aims	1
2. Statutory requirements	1
3. Student entitlement	1
4. Management of provider access requests	2
5. Links to other policies	4
6. Monitoring arrangements	4

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 7 to 13 at Congleton High School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies, careers fair, stop mornings and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Julie Boulton, Assistant Headteacher – oversight of Careers Education

Telephone: 01260 730123

Email: jboulton@congletonhigh.com

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

In the following table, outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers. We've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7		Guess the Employer National Careers Week	Extended Assembly – links with employers and FE providers PSHE Stop Morning
YEAR 8	Employer Networking Event Extended Assembly – employers and FE providers PSHE Stop Morning	National Careers Week	PSHE Stop Morning
YEAR 9	PSHE Stop Morning	Extended Assembly – breaking down stereotypes / Apprenticeships / FE providers National Careers Week Key Stage 4 options events	Factory visit University Trip PSHE Stop Morning
YEAR 10	PSHE Stop Morning	Extended Assembly – employers Preparation for Mock interview process starts – CV and letter of application preparation	Experience of a work place Extended assembly – university and apprenticeship providers PSHE Stop Morning Post 16 taster lessons and employer taster sessions
YEAR 11	Mock Interviews Assembly on opportunities at 16 Post 16 Open Evening PSHE Stop Morning	Apprenticeships – support with applications National Careers Week	Stepping into post 16 study – preparation days

YEAR 12	Induction – A level Mindset and preparing for the future HE and Apprenticeship Fair Preparing for the Future Assemblies Employer Readiness programme Traineeship Programme Year 12 Parents Information Evening Work experience opportunities	HE Convention Employability Skills enrichment sessions Preparing for the future assemblies National Careers Week Traineeship Programme Work experience opportunities	Preparing for the future assemblies UCAS and apprenticeship preparation day Early Entry preparation Work experience Traineeship Programme
YEAR 13	HE and higher apprenticeship applications Traineeship Programme Year 13 Parents Information Evening Preparing for the Future Assemblies Employer Readiness programme Traineeship Programme Works experience opportunities	Assembly and small group opportunities - employability skills Preparing for the future assemblies National Careers Week Traineeship Programme Employability Skills Enrichment sessions Work experience opportunities	

Please speak to our Assistant Headteacher, Miss J Boulton, to identify the most suitable opportunity for you. These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

- Safeguarding – if the school’s Designated Safeguarding Lead deems it is not safe or appropriate then a provider may be refused access
- Health and Safety – the provider must adhere to the school’s health and safety requirements

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school’s procedure for checking the identity and suitability of visitors and sets out the school’s approach to allowing providers into the school as visitors to talk to our students.

At all times we ensure that there are no issues of safeguarding and that our students are always completely safe whilst meeting or speaking to external providers.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

- Facilities will be available to enable providers to access students, e.g. rooms, specialist equipment such as audio and visual devices. Sessions can be held in a number of venues depending on the number of students and requirements of the provider. Visits can be in the Main Hall to around 200 students or in a smaller classroom based setting with smaller groups. We also have the facility to deliver safe personalised sessions. We are happy to work with providers to share resources and make the visit as useful as possible to our students. We are also happy for providers to bring in any equipment which might help them showcase what they do. Providers should liaise with the Careers Team to fulfil any requests.
- Providers can leave prospectuses in Reception – these will be stored and distributed by the Careers Adviser. Providers may give other materials for students to read when they come in to deliver assemblies or to support Careers Fairs / events.

5. Links to other policies

Safeguarding/child protection policy

Careers guidance policy

Curriculum policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Joanne Sanders, Careers Leader; Julie Boulton, Assistant Headteacher, oversight of Careers Education; and Jillian Sadat-Shafai, Employer Engagement Leader

This policy will be annually reviewed by Julie Boulton, Assistant Headteacher – oversight of Careers Education.

At every review, the policy will be approved by the governing board