

# Provider Access Policy

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<b>School Name:</b>	Melksham Oak Community School	<b>Ratified date:</b>	September 2023
<b>Version No:</b>	1	<b>Interim review date:</b>	September 2024
<b>Author:</b>	Ceri Tranter	<b>Next review date</b>	November 2026
<b>Owner:</b>	Ceri Tranter		
<b>Approved by:</b>	David Cooper, Abigail Clark Moira Laffey		

## Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## Pupil entitlement

All pupils in years 7 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

## Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## Previous providers

In previous terms/years we have invited all providers from the local area to speak to our pupils: A list of employers and providers we work with are shown In Annex 1 below.

### **Destinations of our students**

We welcome providers to educate our students on the pathways open to them. Our Students are well prepared for understanding the options.

Our Year 11 pupils move to range of providers after Melksham Oak Community School\*\*

- 32% Melksham Oak Sixth Form
- 59% Wiltshire Colleges
- 5% Bath College
- 2% Another College / Sixth Form Out of Borough
- 1% UTC Swindon
- 2% Apprenticeships

\*\*Data represents 3-year averages 2021, 2022and 2023 destinations.

Our Year 13 pupils move to range of providers and options after Melksham Oak Sixth Form

- 68% Universities
- 8% Apprenticeship (via both College and Training Provider)
- 7% College Education
- 8% Employment
- 9% Gap year

\*\*Data represents 3-year averages 2021, 2022and 2023 destinations.

### **Management of provider access requests - Procedure**

A provider wishing to request access should contact:

Ceri Tranter

Head of Careers – Careers Leader and Careers Advisor

01225 792700 Ext 211

[tranterc@melkshamoak.wilts.sch.uk](mailto:tranterc@melkshamoak.wilts.sch.uk)

### **Opportunities for access**

The school offers a range of events (including the six provider encounters required by law), integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. The careers Programme can be viewed here: -

[Melksham Oak - Careers Education Policies](#)

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Discovery Centre, which is managed by the school librarian. The Discovery Centre is available to all pupils at lunch and break times. Our Learning Resource Manager is Lucy Curry [curryL@melkshamoak.wilts.sch.uk](mailto:curryL@melkshamoak.wilts.sch.uk)

**Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

**Approval and review**

Approved *September 2024* by Governors at Curriculum and Standards Committee

Next review: *November 2026*

**Signed:**

David Cooper – Executive Headteacher

Abigail Clark – Associate Headteacher

Ceri Tranter – Head of Careers

Moira Laffey - Chair of Governors

## **Annex 1 – Employers and Providers List**

We would like to thank all the employers and providers that have been involved and engaged with our careers activities to date as below: -

- AB Dynamics
- Aggreko
- Army Careers
- Ask Apprenticeships
- Atkins
- Barnardo's
- Bath College
- Bath Spa University
- Bath Vet Group
- BMW
- BMW (Rolls Royce)
- Boomsatsuma
- Bristol City Robins Foundation
- BSW Primary and Community Care Training Hub
- Cardiff University
- CEC
- Cereal Partners
- Circomedia
- CMD recruitment
- Co Op
- Coventry Building Society
- Coventry University
- Cultural Au Pair
- Defence Equipment & Support
- Dick Lovett
- Employment 4 Students
- G Plan Upholstery
- Gompels
- Goughs
- Great Western Railway
- Guyers House Hotel
- Hanson
- HHG Vets
- KidZania London
- Lancaster Uni
- Lockheed Martin

- Loughborough Uni
- Mander Duffill Chartered Accountants
- Melksham Motor Spares
- Mighty Girls CIC
- National Trust
- New College Swindon
- NHS
- NHSBT
- Norland Nannies
- Oxford Brookes
- Pickwick Hotel Limited T/A Guyers House Hotel
- Radio Society of Great Britain
- RAF
- Rolls Royce
- Royal Navy
- Siemens Mobility Limited
- Simple Recruitment
- Sinewave
- Skills Builder
- Solent Uni
- Sound FM
- SWAS
- Tall Ships Youth Trust
- TH White
- Thermo Fisher Scientific
- THG Labs
- TWHF
- University of Gloucester
- UTC Swindon
- Villiers Park
- Wadworths
- Wheelers
- Wiltshire College and University Centre
- Wiltshire Council
- Wiltshire Police
- WIN
- Wings of Hope
- Youth Employment UK