



# Provider Access Policy Statement

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At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

## **#TeamWoodhey**

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*At Woodhey High School, we have two key values that drive our actions, our choices, and our decisions.*

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These are:

### **Respect**

We treat everyone as we wish to be treated ourselves; we are all part of the same team

### **Excellence**

We strive to be the best we can be at all times; nothing but the best is good enough for us

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*Underpinning our values are two clear expectations.*

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These are:

Respect every member of staff and student in our community, following all instructions without answering back

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

Teamwork is the secret that makes common people achieve uncommon results (Ifeyanyi Enoch Onuoha)

## **#TeamWoodhey**



# Careers and Guidance Policy

## Aims of the Policy

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

Careers Education, Information, Advice and Guidance (CEIAG) is delivered through form time, assemblies, subject curriculum (where appropriate) and is also built into our PSHE curriculum. The Gatsby Benchmarks that set the standard for learning about new careers and career routes, is at the heart of our policy.

## 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 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Schools must provide a minimum of 6 encounters with technical education or training providers to all students in Years 8 to 13 (at Woodhey, this expectation only extends to Year 11) throughout their time in school. 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, the Skills and Post-16 Act 2022 and on page 43 of guidance from the Department for Education (DfE) on careers guidance and access for education and training providers.

This policy shows how our school complies with these requirements. Students must be allowed to:

- Receive a stable careers programme from Years 7 - 11
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant
- Receive personal advice that helps students to achieve their individual career goals – whether this is Further/Higher Education, an apprenticeship or employment
- Be equipped with the necessary skills to prosper in Post-16 education and employment
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements
- Receive up-to-date information about careers and skill-development opportunities
- Understand how different subjects help keep different options open
- Have meaningful and helpful encounters with employers and other education provider.



## Student Entitlement

All students in Years 7 to 11 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, for example, through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses.

## Management of Provider Access Requests

A provider wishing to request access should contact either the Deputy Headteacher (Student Experience) or the Assistant Headteacher (Personal Development), using the details below and clearly marked for their attention if contacting via email.

Telephone: 01706 825 989

Email: [woodhey@woodhey.set.org](mailto:woodhey@woodhey.set.org)

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. The table below details the opportunities we offer in school. If a provider can support with the below programme, please contact school using the details above.

	<b>Autumn Term 1 Sept - Oct</b>	<b>Autumn Term 2 Nov – Dec</b>	<b>Spring Term 1 Jan – Feb</b>	<b>Spring Term 2 Mar – Apr</b>	<b>Summer Term 1 Apr – May</b>	<b>Summer Term 2 Jun - Jul</b>
Yr 7		<b>NHS Careers Day BM 1,2,3,4,5</b>	<b>Careers Fair BM 1,2,3,5,7  National Apprenticeship Week BM 1,2,3</b>	<b>National Careers Week BM 1,2,3</b>		
Yr 8		<b>STEM Day BM 1,2,3,4,5  Etihad Tour BM 4, 5, 6</b>	<b>Careers Fair BM 1,2,3,5,7  National Apprenticeship Week BM 1,2,3</b>	<b>National Careers Week BM 1,2,3</b>		



Yr 9			<b>Careers Fair</b>  <b>Post 16 Assemblies</b> <b>BM 3, 4, 7,</b>  <b>National Apprenticeship Week</b> <b>BM 1,2,3</b>	<b>National Careers Week</b> <b>BM 1,2,3</b>  <b>Options Evening</b> <b>BM 3, 4, 7</b>		<b>Year 9 Employer Speed Meetings</b> <b>BM 2, 5,</b>
Yr 10	<b>Bury Careers Fair</b> <b>BM 1,2,3,5,7</b>	<b>1:1 Personal Guidance</b> <b>BM 8</b>	<b>Careers Fair</b> <b>BM 1,2,3,5,7</b>  <b>National Apprenticeship Week</b> <b>BM 1,2,3</b>  <b>Post 16 Assemblies</b> <b>BM 3, 4, 7,</b>	<b>National Careers Week</b> <b>BM 1,2,3</b>	<b>1:1 Personal Guidance</b> <b>BM 8</b>  <b>Mock Interviews</b>	<b>1:1 Personal Guidance</b> <b>BM 8</b>  <b>Work Experience</b>
Yr 11	<b>1:1 Personal Guidance</b> <b>BM 8</b>  <b>Post 16 Assemblies</b> <b>BM 3, 4, 7,</b>  <b>Bury Careers Fair</b> <b>BM 1,2,3,5,7</b>	<b>1:1 Personal Guidance</b> <b>BM 8</b>	<b>1:1 Personal Guidance</b>  <b>Careers Fair</b> <b>BM 1,2,3,5,7</b>  <b>National Apprenticeship Week</b> <b>BM 1,2,3</b>	<b>1:1 Personal Guidance</b> <b>BM 8</b>  <b>National Careers Week</b> <b>BM 1,2,3</b>	<b>1:1 Personal Guidance</b> <b>BM 8</b>  <b>Mock Interviews</b>	<b>PSHE – Employment Salaries Support Employer Rights Professionalism</b> <b>BM 4</b>

Where requests by providers for access to students meet the aims of our careers programme, they will be granted, unless there are concerns about the suitability of the provision. If a request is rejected, this will be clearly explained, including the reasoning, to the provider. Any provider who is granted access will be expected to follow the school's policies and procedures for safeguarding and for checking the identity and suitability of visitors to school. Further information can be found in our Safeguarding and Child Protection Policy, found on our website. Education, training and other providers will be expected to adhere to this policy.

Providers who are granted access will have access to the following premises and facilities as appropriate:

- Providers will be able to access students through the use of online software, including Microsoft teams and Zoom sessions



- Providers will have access to a Personal Development room to host small career based workshops.
- Providers will have access to the Frank Bennett hall to host assemblies and larger events.

Providers must outline in advance required facilities needed to support the careers programme.

Providers can leave information, including prospectuses, reading material and posters for students to read.

### Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our students:

Royal Navy/Royal Marines RAF Alliance Learning Holy Cross College White Rose Beauty College Manchester The Manchester College Bury College Edgehill Community Rail Lancashire Police Cadets Manchester FA BCG- Boston Consultance group The Football College North Lancs Training Group Axio proficeincy YEP Youth Engagement St Johns Barrister Ramsbottom Rotary Club Job Centre Plus/DWP	Manchester University Bury Leisure Electricity North West Arbor British Army Bidfood William Hare Simian Risk GM Higher PGMOL Simpson Haugh Rolls Royce National Highways GMP Police Salford University National Highways Miller and Metcalfe Estate Agents Hays	Manchester Airport Northern Care Alliance NHS Foundation Trust Hopwood Hall College Myerscough College University Centre The Football College / The Football Learning Group The Sixth Form Bolton Bury Council University of Bolton Cheetham Hill Construction Barclays Bury LCEP Network Rail Women in Nuclear Siemans Media City UTC NHS- Northern Care Alliance Manchester Metropolitan University Fire Service
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### Student Destinations

Last year, our Year 11 students moved to a range of providers in the local area after school. The two main providers were:

1. Holy Cross College
2. Bury College

### Complaints

Any complaints related to provider access can be raised following the school's Compliments and Complaints Policy, found on our website, or on request by emailing: [woodhey@woodhey.set.org](mailto:woodhey@woodhey.set.org) or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)





### Links to other policies

This policy links to the following policies

- Safeguarding and Child Protection Policy
- Careers Guidance policy
- Compliments and Complaints Policy

### Monitoring and review

The school's arrangements for managing the access of education and training providers to students are monitored by the Assistant Headteacher (Personal Development), overseen by the Deputy Headteacher (Student Experience).

This policy will be reviewed by every year by Mrs Lomax (Deputy Headteacher – Student Experience). At every review, the policy will be approved by the Academy board.

