

## PROVIDER ACCESS POLICY STATEMENT

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|----------------|---|
| Policy Number  | PS34  |
| Policy Name    | Provider Access Policy Statement                          |
| Issue Date     | February 2023   |
| Review Date    | February 2024   |
| Owner          | Headteacher   |
| Reviewing Body | Approved by Executive Team, ratification by SGB July 2023 |

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### 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 8 to 14 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 pupils in years 8 to 14 (see more detail in section 2.1 below).

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.

All of the students at Portfield School have Special Educational Needs and Disabilities (SEND). We are therefore not legally required to provide this policy statement as our school is a special school for students who are autistic but nevertheless felt it was beneficial to do so.

## **2.1 The 6 encounters schools must offer to all pupils in years 8 to 14**

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend where appropriate
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
  - All pupils must attend where appropriate
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
  - Pupils can choose to attend
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils. An encounter is defined as a meeting or session between pupils and a provider. Meaningful live online engagement is also an option at our school.

- To make the encounters meaningful they will be an integrated part of our Careers Programme which:

- Encourages students to have a growth mindset
- Focuses on the relevance of careers in students' lives
- Raises awareness of different employment sectors, types of jobs and skills
- Collaborates with parents and carers
- Consults and guides students as part of the Preparations for Adulthood curriculum
- Provides guidance interviews with a careers advisor and ongoing support as required
- Creates individual vocational profiles

### 3. Student entitlement

All students in years 8 to 14 at Portfield 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 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 Katy Hill, Careers Adviser, and Telephone No: 01202 486626

Email: [katy.hill@autism-unlimited.org](mailto:katy.hill@autism-unlimited.org)

#### 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:

|        | AUTUMN TERM   | SPRING TERM   | SUMMER TERM   |
|--------|---|---|---|
| YEAR 8 | In class opportunities<br>- Preparation for Adulthood<br><br>Career Encounters with employers<br><br>Parents coffee mornings / drop ins<br><br>Parents evening – opportunities to meet Careers team | In class opportunities<br>- Preparation for Adulthood<br><br>National Careers Week Activities<br><br>Career Encounters with employers<br><br>Careers Workshop<br><br>Parents evening – opportunities to meet Careers team | In class opportunities<br>- Preparation for Adulthood<br><br>Meeting with Careers Adviser<br><br>Parents evening – opportunities to meet Careers team |

|         | AUTUMN TERM   | SPRING TERM  | SUMMER TERM  |
|---------|---|--|--|
| YEAR 9  | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Career Encounters with employers</p> <p>Parents coffee mornings / drop ins</p> <p>Parents evening – opportunities to meet Careers team</p> | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Career Encounters with employers</p> <p>National Careers Week Activities</p> <p>Careers Workshop</p> <p>Parents evening – opportunities to meet Careers team</p>  | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Meeting with Careers Adviser</p> <p><b>No encounters – encounters must have taken place by 28 February</b></p>        |
| YEAR 10 | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Career encounters with employers</p> <p>Parents coffee mornings / drop ins</p> <p>Parents evening – opportunities to meet Careers team</p> | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Career encounters with employers</p> <p>National Careers Week Activities</p> <p>Careers Workshop</p> <p>Meeting with Careers Adviser</p> <p>Dorset Engineering &amp; Manufacturing Events</p> <p>Parents evening – opportunities to meet careers team</p> | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Attend Dorset Festival of Careers and Industry in May</p> <p>Parents evening – opportunities to meet careers team</p> |

|         | AUTUMN TERM   | SPRING TERM   | SUMMER TERM   |
|---------|---|---|---|
| YEAR 11 | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Career encounters with employers</p> <p>Parents coffee mornings / drop ins</p> <p>Parents evening – opportunities to meet Careers team</p> <p>Enterprise Project</p>   | <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Career encounters with employers</p> <p>National Careers Week Activities</p> <p>Dorset Engineering &amp; Manufacturing Events</p> <p>Careers Workshop</p> <p>Meeting with Careers Adviser</p> <p>Parents evening – opportunities to meet Careers team</p>  | <p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>In class opportunities<br/>- Preparation for Adulthood</p> <p>Parents evening – opportunities to meet Careers team</p> <p>Confirmation of post-16 education and training destinations for all pupils</p> |
| YEAR 12 | <p>In class opportunities – Preparation for Adulthood</p> <p>Prince’s Trust - Digital skills</p> <p>Internal Work Experience</p> <p>Careers talks from employers</p> <p>Careers encounters with employers</p> <p>Parents coffee mornings / drop ins</p> <p>Parents evening – opportunities to meet Careers team</p> | <p>In class opportunities – Preparation for Adulthood</p> <p>Prince’s Trust – Presentation Skills</p> <p>National Careers Week Activities</p> <p>Careers talks from employers</p> <p>Career encounters with employers</p> <p>Careers Workshop</p> <p>Meetings with Careers Adviser</p> <p>Internal / External Work Experience</p> <p>Parents evening – opportunities to meet Careers team</p> | <p>In class opportunities – Preparation for Adulthood</p> <p>Prince’s Trust – complete units</p> <p>Internal / External work Experience</p> <p>Parents evening – opportunities to meet Careers team</p>   |

|         | AUTUMN TERM  | SPRING TERM   | SUMMER TERM   |
|---------|--|---|---|
| YEAR 13 | <p>In class opportunities - Preparation for Adulthood</p> <p>Prince's Trust - Teamwork &amp; Customer Experience</p> <p>Workshops/ career talks with – HE , apprenticeships &amp; internships</p> <p>Career encounters with employers</p> <p>Internal / External work experience</p> <p>Parents coffee mornings / drop ins</p> <p>Parents evening – opportunities to meet Careers team</p> | <p>In class opportunities – Preparation for Adulthood</p> <p>Prince's Trust - Career Planning</p> <p>Career encounters with employers</p> <p>National Careers Week Activities</p> <p>Careers workshop</p> <p>Meetings with careers adviser</p> <p>Attend careers talk with HE provider</p> <p>Internal / external Work Experience</p> <p>Parents evening – opportunities to meet Careers team</p> | <p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Prince's Trust – Undertaking an Enterprise Project, Confirmation of post-18 education and training destinations for all pupils</p> <p>Parents evening – opportunities to meet Careers team</p> |
| YEAR 14 | <p>In class opportunities – Preparation for Adulthood</p> <p>Prince's Trust – Project Based Learning</p> <p>Career encounters with employers</p> <p>Meeting with Careers Adviser</p> <p>Internal / external work Experience</p> <p>Parents coffee mornings / drop ins</p> <p>Parents evening – opportunities to meet Careers team</p>  | <p>In class opportunities – Preparation for Adulthood</p> <p>Prince's Trust - Preparing for the World of Work</p> <p>Experiencing the World of Work</p> <p>Career encounters with employers</p> <p>National Careers Week Activities</p> <p>Internal / external Work Experience</p> <p>Parents evening – opportunities to meet Careers team</p>  | <p>In class opportunities – Preparation for Adulthood</p> <p>Parents coffee mornings / drop ins</p> <p>Parents evening – opportunities to meet Careers team</p> <p>Confirmation of post-19 education and training destinations for all pupils</p>                               |

Please speak to our Careers Adviser 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

Portfield School's Safeguarding policy sets out the school's approach to allowing providers and visitors in to school to talk to our students.

Portfield School will grant access requests that meet the following criteria:

- The provider has knowledge of the nature of the SEND of students at Portfield School.
- The provider can offer appropriate pathways for the students, academically and pastorally.

Portfield School will refuse any access request that:

- The school believes is not in the best interests of the students.
- Does not meet the educational or pastoral requirements of the students e.g. the provider offers unrealistic academic qualifications.

### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

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

### 4.5 Premises and facilities

- An appropriate room will be made available for education and training providers depending on the event and number of students attending e.g. School hall, classroom or pool room, access for specialist equipment such as audio and visual devices will be provided where required.
- The process for organising and agreeing appropriate facilities will be arranged with the Careers Adviser or Work Experience Co-ordinator.
- Prospectuses and other materials can be left for students / parents to access further information.
- Any measures/policies put in place by Portfield School in relation to public health incidents, including COVID-19 must be adhered to by all education and training providers.

## 5. Previous providers

The following providers from the local area have been invited to speak to our pupils:

Aeroflex Hose & Engineering

AFC Bournemouth

Brewhouse & Kitchen

Dorset Police

Speakers for Schools – Virtual – Amphibian & Reptile Conservation Trust

SWARAC Specialist Independent College

Bournemouth & Poole College

Dorset Fire & Rescue Services

## 6. Pupil destinations

Last year, our year 11 pupils moved to our 6<sup>th</sup> Form.

Last year, our year 14 pupils moved to:

- 1 student left and moved to Orpheus College, Godstone, Surrey

## 7. Complaints

Any complaints related 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)

## 8. Links to other policies

- Safeguarding policy
- Careers guidance policy
- Complaints policy

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Head Teacher.

This policy will be reviewed by Carol MacColl, Assistant Head Teacher, annually.

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