

Policy Statement on Provider Access



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Governors' Committee Responsible:	The Trinity Catholic School FGB
Nominated Lead Member of Staff:	Jennifer Prosser
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Approvals

This policy requires the following approvals:

Date Approved	Version	Review Date
July 2020	First Version	July 2022
February 2023	Second Version	February 2024
February 2024	Third Version	February 2025

A Policy Statement on Provider Access

1. Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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, the legal duty known as the 'Baker Clause', 2018 and the Skills and Post-16 Education Act 2022.

2. Pupil Entitlement

All pupils in years 8-13 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.
- An employer encounter is defined as one meeting/sessions between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist. Making it Meaningful: Benchmark 7 | CEC Resource Directory (careersandenterprise.co.uk).
- Since September 2022, all state funded secondary schools must now secure independent careers guidance for pupils from years 7 to 13. We have an independent careers advisor (Rebecca Darby) who offers careers appointments to students either individually or as a group.

3. Management of Provider Access Requests

Procedure

A provider wishing to request access should contact:

Jennifer Prosser PSHE and careers coordinator j.prosser@trinity.nottingham.sch.uk

4. Opportunities for Access

All pupils are entitled access to post-16 providers on a minimum of two occasions during each of the first, second and third key phases of their education. This is in line with the updated Provider Access Legislation, from January 2023, all schools must provide a minimum of six encounters for all students with post 16 providers, as above.

This is broken down into key phases.

- Two encounters during the first phase (year 8 and 9). This is mandatory for all pupils to attend and must take place during the school day. This can take place anytime in year 8 or between 1st September- 28th February for year 9 (due to option choices).
- Two encounters during the second phase (year 10 and 11). This is also mandatory for all pupils to attend and must take place during the school day. This can again take place anytime in year 10 and between 1st September- 28th February for year 11 (again due to GCSE and options for further education).
- Two encounters for pupils during the third phase (year 12 and 13). This is mandatory for the school to put on but optional to attend (e.g. could be a careers fair). Again, this should take place anytime for year 12 or between 1st September- 28th February for year 13.

We ensure that each registered pupil meets with a representative range of education and training providers to whom access is given and that the providers will provide the following set of prescribed information, as a minimum:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
- Information about the careers to which those technical education qualifications or apprenticeships might lead.
- A description of what learning or training with the provider is like.
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils. We also cover careers within our Personal Development sessions.

Year Group	Careers and work-related education drop down sessions	Careers information, advice and guidance
Year 7	Beginning to recognise a career and skills, qualities and abilities for a career.	-Clubs fair -Careers lessons delivered by form tutors -Subject based careers learning -Careers fair
Year 8	Pupils will begin to identify LMI in	-Clubs fair

	Nottingham and begin to look at Unifrog.	<ul style="list-style-type: none"> -Careers lessons delivered by form tutors -Subject based careers learning -Careers fair -Access to unifrog platform
Year 9	Students will further explore LMI and careers in STEM. Students will further their knowledge on skills for employment.	<ul style="list-style-type: none"> -Access to careers fair -KS4 options evening and talks about GCSE options -Access to unifrog -Careers lessons by form tutors -Assemblies about post 16 provision/ trip to a university/talks about BTECS and T levels
Year 10	Students will look at different routes post 16 and understand the importance of work experience.	<ul style="list-style-type: none"> -Students will begin to have appointment with our careers advisor from Progress Careers -Students will use Unifrog and complete a work experience programme -Visits from external providers e.g. Nottingham College -Sixth form assemblies -Mock interviews -Careers lessons by form tutors
Year 11	Students will look at different post 16 options, understand how to apply for sixth form and prepare for interviews.	<ul style="list-style-type: none"> -Students will continue to have appointments with our careers advisor -Sixth form open evenings -Careers lessons by form tutors -Sixth form mock interviews and preparation
Year 12	Students will begin to look at applying to UCAS, different post 18 options and interview techniques.	Visits to careers fairs, opportunity for an appointment with our careers advisor, use of Unifrog and form time sessions on careers.
Year 13	Students will begin to look at applying to UCAS, different post 18 options and interview techniques.	Visits to careers fairs, opportunity for an appointment with our careers advisor, use of Unifrog and form time sessions on careers and post 18 options.

5. Premises and Facilities

The school will make the Hall, Sports Hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio/ visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Work-Related Learning or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the librarian. The Library is available to all students at lunch and break times.

Appendix

Providers who have been invited into the Trinity Catholic School to date include:

- Bilborough College
- Desert Rats (the army)
- Interviewers from various job sectors including data analysts, building and construction and Experian
- Into University
- Nottingham City Council Department of Work and Pensions
- Nottingham College
- Nottingham Forest and Ideagen (Think Big Project)
- Progress Careers
- RAF
- Think CARERer
- University of Nottingham