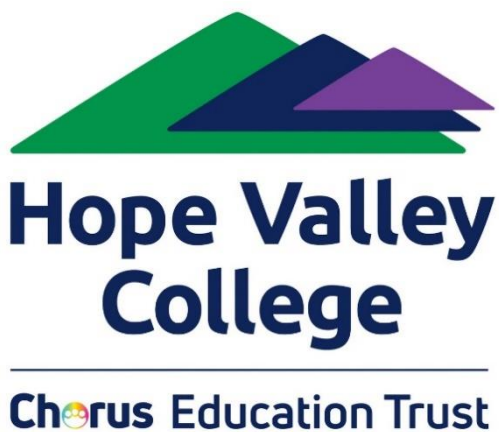


Hope Valley College Provider Access Procedure 2023

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1. Aims

This procedure 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 13 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 13 (see more detail 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 procedure shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - 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
 - 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.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 13 at Hope Valley College 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 Geraldine Brannelly CEIAG advisor or Debbie Petts, Vice Principal.

Telephone: 01433 620555

Email: enquiries@hopevalley.chorustrust.org

Emails should be marked for the attention of the careers advisor or the Vice Principal

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	Work-related skills and ATL	Assembly and tutor group opportunities - employability skills	Future Careers
YEAR 8	Assembly and tutor group opportunities - employability skills STEM trip	What are personal finances?	Enterprise activity focuses on entrepreneurial skills
YEAR 9	Assembly and tutor group opportunities - employability skills Individual CEIAG appointments	Options event with information about future choices Individual CEIAG appointments	How can I manage money? Individual CEIAG appointments
YEAR 10	Assembly and tutor group opportunities - employability skills Work experience preparation sessions Individual CEIAG appointments	What is economics and how does it relate to me? STEM activity day Individual CEIAG appointments	Work experience preparation sessions Work experience Networking event with providers and employers Individual CEIAG appointments
YEAR 11	Writing of personal statements Visits by Post 16 Providers and apprenticeship services Interview techniques Individual CEIAG appointments	Apprenticeship information Writing applications Individual CEIAG appointments	Final careers interviews Support with interviews and applications Individual CEIAG appointments

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	On-going work experience input Introduction to supported internships	On-going work experience input	On-going work experience input Small group sessions: future education, training and employment options
YEAR 13	Transition to adulthood activities Supported internships	small group opportunities - employability skills Supported internships	Supported internships

Please speak to our CEIAG advisor or the Vice Principal to identify the most suitable opportunity for you.

4.3 Granting and refusing access

A wide range of opportunities exists across the year to support our young people. These opportunities are listed below:

- > Work experience – providing a work placement for a young person
- > Mock interviews – providing a morning or afternoon of time to conduct practice interviews for students
- > Careers talks – this could be an assembly to a year group of about 20 minutes or something more bespoke to a smaller group of young people
- > Supported internship placements – this is to support our students in Hope Valley Pathways

Other opportunities arise during the year such as LEAD days and activities during careers week and other key times of the year. We would also welcome assemblies from individuals who may wish to share their career journey with our young people.

Hope Valley College reserve the right to decline requests. The reasons may be (but are not restricted to) the following:

- > If such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- > If the provider's input would not be relevant at a particular event
- > If the request is not timely (e.g. clashes with key events in school)
- > If the information is not deemed to be in the best interest of pupils (e.g. if the provider is promoting a 'hard sell' or there are concerns about the ethics or quality of the provision)

In such cases the Vice Principal would inform the provider of this decision as part of their duty to provide impartial careers advice. If the provider wishes to appeal this decision, they may contact the Principal. If they wish to appeal this decision, they should contact the Chair of Governors.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Checks about the suitability of the information being provided will be made.

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

4.5 Premises and facilities

The school will make the main hall, classrooms and suitable teaching spaces or meeting rooms available for activities between the provider and students, as appropriate to the activity. The school will also make available and AV and other equipment required. This will be agreed in advance with the provider.

Providers are welcome to leave a copy of their prospects and information which will be shared with the library.

4.6. Previous providers

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

Ask Apprenticeship provider
Silverdale Sixth Form
Jaguar
Buxton and Leek College
King Ecgberts

5. Pupil destinations

Last year, our Year 11 pupils moved to a range of providers in the local area after

School such as:

- Silverdale Sixth Form
- Aquinas Sixth Form College
- King Ecgberts
- Buxton and Leek College
- Reaseheath College
- High Storrs Sixth Form
- Sheffield College

Last year, our year 13 pupils moved to a range of providers and opportunities in the local area. Each of these were bespoke to their individual plans.

6. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [enquiries@hopevalley.chorustrust.org] or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

7. Links to other policies

This procedure should be read in conjunction with the:

- [Safeguarding & Child Protection Policy](#)
- [Careers Policy](#)

8. Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Debbie Petts, Vice Principal.

This procedure will be reviewed by Debbie Petts, Vice Principal on an annual basis.

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