



Provider Access Policy

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| Name and Title of the Author: | Provider Access Policy – Helen Marsham (Careers Co-ordinator) |
| Name of Responsible Committee / Individual: | Local Governing Body |
| Implementation Date: | Spring 2022 |
| Review Date: | Spring 2024 |
| Target Audience: | External education and training providers |
| Related Documents: | |
| References: | |

1. Aims

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

2. Content Student Entitlement

Following the Skills For Jobs whitepaper published in September 2021 that recommended including all students from Year 7 onwards in this policy, students in Years 7-11 at The Snaith School 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of Provider Requests

Procedure

A provider wishing to request access should contact Helen Marsham, Careers Coordinator.
Telephone 01405860327 Email: helen.marsham@thesnaithschool.org.uk

Opportunities for access

A number of events that are integrated into the school careers programme will offer providers an opportunity to come into school to speak to students and/or their parents – please see Appendix 1: Annual Calendar of Events.

Please speak to our named contact above to identify the most suitable opportunity for you. The school's policy on Child Protection sets out the approach to allowing providers into school as visitors to talk to our students. The Child Protection Procedure is available on our website here.

Premises and facilities

The Snaith School has a number of facilities that can be made available for discussions between the provider and students, as appropriate to the activity, including large halls, classrooms or meeting rooms. The Snaith 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 named contact above or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Coordinator who can add it to our careers library or communal display boards.

3. Supporting Policies and Related Information

The policy for Provider Access supports, and is itself underpinned by, a range of key school policies including those for Careers, Child Protection, Teaching and Learning, Equal Opportunities and

Diversity. All stakeholders are advised to familiarise themselves with these and must abide by their contents during any interactions with the school.

Appendix 1 – Annual Calendar of Events

| Year Group | Date | Time | |
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| Y7, Y8, Y9, Y10 | September to July | In school | Careers meetings – All year 11 pupils and pupils in Y7, Y8, Y9 and Y10 who are SEN, LAC, FLAC, identified by staff or at parent/pupil request receive a one to one careers meeting with a member of the careers team with follow up meetings as required. |
| Y7, Y8, Y9, Y10 | September to July | In school | Careers Lessons – Pupils receive a dedicated timetabled set of lessons taught throughout the year as part of our CLIVE (citizenship, life, independent, values, ethics) programme. Aided by Kudos and START profile, we focus on career choices, aspirations, pupil voice, employability skills and the labour market. |
| Y11 | September | In school | College Application Process Launch – This is launched to pupils in assembly. |
| Y11 | September to December | In school | College Assemblies – Representatives from our local colleges are invited to present their offering to our pupils, distribute their prospectuses and answer pupil questions. |
| Y11 | September to April | In school | College Application Process – Pupils are guided through the college application process during their timetabled CLIVE lessons. Time is also made available to produce a personal statement and curriculum vitae. Pupils interested in apprenticeships can also make applications at this time with further information and available vacancies found at www.gov.uk/apply-apprenticeship and on our apprenticeship noticeboard. |
| Y10 and Y11 | October | After school | Careers Fair – Our local colleges and training providers will be on hand to speak to pupils and parents about the courses and facilities each of them has to offer - the perfect chance for our pupils to gather information prior to completing college applications. |
| Y11 | October | In school | Mock Interview Day – Pupils are allowed to dress in “business dress” for the day. They will complete a mock job application form and experience a mock interview with representatives from the local business community. Feedback is gathered from pupils and interviewers after each interview. |
| Y10 | January | In school | Work Experience Programme Launch – This is launched to pupils in assembly. They will be advised to start talking to relatives/friends to establish where they can or would like to go for their one week work placement in July. |
| Y9, Y10 and Y11 | January | After school | Careers Convention – Provides an excellent opportunity for Y9 to gather information to assist with their option choices, for Y10 to make useful contacts in preparation for their forthcoming work experience and for Y11 to speak to local colleges, training providers, universities and employers and apprenticeships providers about their Post-16 intentions. |

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| Y10 | January | In school | Work Experience Deadline – By the end of the month pupils must have spoken to someone at their chosen placement and had their attendance there on work experience agreed. |
| Y10 | February | In school | Work Experience Deadline – paperwork completed by parents and the companies providing work experience placements must be submitted to NYBEP, who administrate the programme on our behalf, by the end of the month. This allows sufficient time for all placements to be risk assessed and checked for appropriate insurance. |
| Y11 | February to June | At home | College Interviews – Colleges contact pupils direct to arrange an interview which usually takes place by telephone. Access can be arranged during the school day if required. |
| Y9 | March | After school | Options Evening – Pupils and parents receive an options booklet and are encouraged to come to our options evening which provides an opportunity attend information sessions, to meet with teaching staff in all subject areas, the careers team and local college representatives to help support them with their options choices. |
| Y10 | June | At home | Contact Work Experience – We ask all pupils to contact their work experience placement provider to confirm the dates they will be attending and ask any pertinent questions. |
| Y10 | June | At home | Work Experience Preparation – Pupils receive a dedicated lesson to prepare them for work experience. |
| Y10 | June/July | In school | Ambition Day – The aim of this event is to involve a large number of representatives from the world of work and the local community, who will speak to pupils about what they do in their job, how they got there, the professional qualifications they have and the personal qualities and skills they possess. Pupils will take part in various employer lead sessions and labour market information lessons. |
| Y10 | July | In school | Work Experience Placement – pupils attend the placements arranged earlier in the year. Feedback is gathered from both pupils and employers at the end of the placement. |
| Y10 | July | In school | College Taster Day – pupils have the opportunity to visit a local college for the day and complete a number of subject taster sessions of their choosing. |