

Provider Access Policy



St John's Catholic Comprehensive School

OUR MISSION STATEMENT

*Excellence for All
Service to Others
Inspired by Christ*

This Policy was adopted by the Full Governing Body

Date: September 2024

Review Date: October 2025

Owner: T Self

Quality Assured: A Rowlinson

St John's Catholic Comprehensive School: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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.

Pupil entitlement

All pupils in Years 8 to 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Management of provider access requests – Procedure

A provider wishing to request access should contact either:

Tim Self, Careers Leader, tself@stj.kent.sch.uk – 01474 534718

Helen Rooke, Careers Coordinator, hrooke319@stj.kent.sch.uk – 01474 534718

Opportunities for access

As part of our careers programme provision, St John's will offer the six provider encounters required by law; this sits alongside a number of additional events which are integrated into the school careers programme.

	Autumn Term	Spring Term	Summer Term
Year 7	- HE encounter	- STJ Careers Fair	- Employer encounter
Year 8	- College encounter	- STJ Careers Fair - KS4 options event, including Careers team available for parent/student support - Apprenticeship encounter	- Employer encounter - HE encounter
Year 9	- HE encounter - College encounter	- STJ Careers Fair - KS4 options event, including Careers team available for parent/student support - Apprenticeship encounter	No encounters – legislation requires encounters to take place by 28 February if in year 9
Year 10	- HE encounter - Post 16 technical education options assembly with FE College	- STJ Careers Fair - Technical/vocational tasters at local college	- 1 week work experience
Year 11	- Post 16 technical education options assembly with FE College - Post 16 provider open evenings. - Post 16 apprenticeships assembly - Meetings with careers adviser - Post 16 applications	- STJ Careers Fair - Post 16 provider open evenings. - Post 16 interviews - HE encounter	No encounters – legislation requires encounters to take place by 28 February if in year 11 Confirmation of post-16 education and training destinations for all pupils
Year 12	- PSHE Skills for Success programme - Employer encounter - Post 18 pathways guidance begins	- STJ Careers Fair - HE encounter - Meetings with careers adviser - Post 18 pathways evening - UCAS fair	- 1 week work experience - Meetings with careers adviser - Apprenticeship encounter - Support workshops for higher education, higher/degree apprenticeship applications
Year 13	- HE encounter - Employer encounter - UCAS applications - Support workshops for higher education, higher/degree apprenticeship applications	- Meetings with careers adviser - Support workshops for higher education, higher/degree apprenticeship applications	No encounters – legislation requires encounters to take place by 28 February if in year 13 Confirmation of post-18 education or training destinations for all pupils

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The 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 Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers team which will be available to students in the Careers Pod in school. This facility is available to all pupils across all year groups.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk .