

# Silverdale School

## Provider Access Policy Statement

**Important:** this document can only be considered valid when viewed on the Trust or School website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

<b>Version number:</b>	2.0
<b>Implementation date:</b>	September 2024
<b>Next review:</b>	August 2026
<b>Name and job title of author:</b>	Chris James, Chief Executive Officer, Chorus Education Trust
<b>Target audience:</b>	Students / Staff / <del>Trainees</del> / Parents / <del>Governors</del> / <del>Trustees</del> / Visitors
<b>Related documents:</b>	Careers Policy, Complaints Policy, Safeguarding & Child Protection Policy, Curriculum Policy



---

**Chorus Education Trust**

## Contents

1. Aims .....	3
2. Statutory requirements .....	3
2.1 The 6 encounters schools must offer to all pupils in years 8 to 13 .....	3
2.2 Meaningful provider encounters .....	4
3. Pupil entitlement .....	4
4. Management of provider access requests .....	4
4.1 Procedure .....	4
4.2 Opportunities for access .....	5
4.3 Granting and refusing access .....	5
4.4 Safeguarding .....	5
4.5 Premises and facilities .....	6
5. Previous providers .....	6
6. Pupil destinations .....	7
7. Complaints .....	7
8. Links to other policies .....	7
9. Monitoring arrangements .....	7

## 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 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 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 pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education 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.

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

Schools must offer:

- 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
- 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
- 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. Pupil entitlement**

All pupils in years 8 to 13 at Chorus Education Trust schools 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
- 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 Helen Elmore (Careers & Employability Manager) via e-mail or a formal letter of introduction and provide the following information:

- Name of company and contact details
- Overview of training/qualification opportunities available
- The types of event/s an invite is being requested for and a description of how they would engage with students

Email: [helmore@chorustrust.org](mailto:helmore@chorustrust.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	PSHE sessions	Careers Week Assembly	
YEAR 9	PSHE sessions	Careers Week Assembly	
YEAR 10	Employability skills	Careers Week Assembly Apprenticeship information	Work experience preparation Work experience
YEAR 11	Post-16 Open Evening Y11 GRIT Day (Careers)	Apprenticeship information Careers interviews	
YEAR 12	Tutorial sessions Bespoke insight sessions Curriculum lessons	Tutorial sessions Bespoke insight sessions Curriculum lessons	Tutorial sessions Bespoke insight sessions Curriculum lessons
YEAR 13	Tutorial sessions Bespoke insight sessions Curriculum lessons	Tutorial sessions Bespoke insight sessions Curriculum lessons	Tutorial sessions Bespoke insight sessions Curriculum lessons

Please speak to our Careers & Employability Manager 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
- Mock interviews
- Careers talks and assemblies

Other opportunities arise during the year. We would also welcome assemblies from individuals who may wish to share their career journey with our young people.

Silverdale School 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 Assistant Headteacher with responsibility for CEIAG 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 Headteacher.

#### **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**

The school will make the main hall, classrooms and suitable teaching spaces or library available for activities between the provider and students, as appropriate to the activity. The school will also make available any 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 Careers & Employability Manager and shared with students, as appropriate.

### **5. Previous providers**

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

- PwC
- HSBC
- Learning Curve Group
- Sheffield Teaching Hospital
- ASK Apprenticeship Provider
- Sheffield College
- Longley Park College
- AMRC
- UTC Sheffield
- Network Rail
- ARM
- NHS England
- Gripple
- University of Sheffield
- Sheffield Hallam University
- Newcastle University
- Nottingham Trent University

## 6. Pupil destinations

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

- Silverdale School Sixth Form
- High Storrs School Sixth Form
- Longley Park College
- Sheffield UTC
- Sheffield College

Last year, our year 13 pupils moved to a range of providers in the local area and beyond. Their destinations were appropriate to their individual career plans and included universities and apprenticeship providers.

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure found on the school's website, or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

- Safeguarding & Child Protection Policy
- Careers Guidance Policy
- Curriculum Policy
- Complaints Policy

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by the Headteacher.

This policy will be reviewed by the CEO annually.

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