



Careers Provider Access Policy 2024-2025

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CEIAG Stopsley High School Provider Access Policy Statement for Service Providers

Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

Stopsley High School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Stopsley High School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Stopsley High School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

Stopsley High School's policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

Stopsley High School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

Provider Access Legislation

The school will ensure that students have access to a range of employers and training providers in years 8-11 with the purpose of informing them about approved technical education, qualifications or apprenticeships.

The school will ensure that:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, will take place any time during year 8 or between 1 September and 28 February during year 9.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend, will take place any time during year 10 or between 1 September and 28 February during year 11.
- All of the above encounters will take place during the school day.

The school will ask each provider to provide the following information:

- Information about the provider and the approved qualifications or apprenticeships that they offer
- Information about what careers those qualifications or apprenticeships can lead to
- What learning or training with the provider is like
- Answer questions from students.

Management of provider access requests

A provider wishing to request access should contact either:

Mrs P Whiting, Senior Deputy Headteacher

Telephone: 01582 870900

Email: pwhiting@stopsleyhighschool.co.uk

Or

Mrs E Winter, Careers Lead

Telephone: 01582 870900

Email: ewinter@stopsleyhighschool.co.uk

Employers/Employees

- Employers/ Employees will have opportunities to book workshops, assemblies/presentations in school or virtually with a named careers person
- The names Careers Lead (or a suitable alternative staff member if required) in school will facilitate meetings between employers/employees and students
- Employers/employees can expect to be given designated time slots in school to engage with students
- The school agrees to advertising employer vacancies to our wider school community
- The school agrees to advertising employer open events to our wider school community

Colleges/Universities

- Colleges and universities will have access to book assemblies to deliver to students in school or virtually

- The named Careers Lead will inform and invite college/university into school for careers fair, presentations, and workshops. Colleges and universities will have equal access to students, college and university (if suitable) open days will be advertised and promoted to students
- Colleges and universities will be able to book external taster days for students
- The Careers Lead will provide all college/ university lists, websites and updates to students
- Colleges/ universities can expect to be invited into school for Post 16 Option events including parental support events
- Careers Lead and external Careers Adviser in school will actively promote ALL college open days and university aspiration trips

Apprenticeship providers

- Apprenticeship providers will have access to book assemblies to deliver to students in school or virtually
- The named Careers Lead will inform and invite the provider into school for careers fair, presentations, apprenticeship evening and workshops
- Apprenticeship providers will be able to advertise their apprenticeship vacancies in the school newsletter and on our twitter feed which can be shared to the students and wider community. The Careers Lead will provide apprenticeship updates to students
- Apprenticeship providers can expect to be invited into school for Post 16 Option events including parental support events
- Careers Lead and external Careers Adviser in school will actively promote ALL apprenticeship open events

Premises and Facilities

To support external providers we can offer the use of a suitable learning space to meet the needs of the session (e.g. assembly hall or classroom) and access to IT facilities. Stopsley High School is unable to provide access for USB sticks but can provide internet access for cloud based materials. Providers are able to leave materials with the school for distribution.

Granting and refusing access

Access to our learners will be offered in the first instance during times when they are undertaking Personal and Social Development or careers sessions to ensure that the learner's education is not interrupted. If a provider requires a longer period of time with students, e.g. a workshop, then this will be scheduled at an appropriate time as per the calendar.

However, permission may not be granted in the following circumstances:

- A request is made when exams are taking place
- A request is made when some learners are on work experience to ensure access for all
- Failure to comply with our Safeguarding and/or PREVENT arrangements

Safeguarding- Our MLT Safeguarding and 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. The policy can be found here:

<https://www.stopsleyhighschool.co.uk/attachments/download.asp?file=2615&type=pdf>

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs P Whiting, Senior Deputy Headteacher and Mrs E Winter, Careers Lead at

Stopsley High School. The Provider Access Policy which sits alongside the Careers Policy will be reviewed annually and approved by the Governing Body and the Headteacher.

Opportunity for Access

A number of events, integrated into the school 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 7	<ul style="list-style-type: none"> Welcome to Stopsley Parents Evening 	<ul style="list-style-type: none"> Apprenticeships Week Sessions/Assembly Careers Week Sessions/Assembly STEM Week 	<ul style="list-style-type: none"> Assembly & Pastoral curriculum introductions to the world of work Stopsley Careers week- World of work workshops, webinars/virtual interaction session, assembly
Year 8	<ul style="list-style-type: none"> Assembly Opportunity- employability skills 	<ul style="list-style-type: none"> Apprenticeships Week Sessions/Assembly Careers Week Sessions/Assembly STEM Week 	<ul style="list-style-type: none"> Stopsley Careers week- Interview skills sessions, workshops, assembly and Post 16 options fair
Year 9	<ul style="list-style-type: none"> Assembly Opportunity- employability skills 	<ul style="list-style-type: none"> Apprenticeships Week Sessions/Assembly Careers Week Sessions/Assembly STEM Week Making Choices Evening 	<ul style="list-style-type: none"> Stopsley Careers week- World of work workshops and webinars/virtual interaction session, assembly
Year 10	<ul style="list-style-type: none"> Assembly Opportunity- employability skills 	<ul style="list-style-type: none"> Apprenticeships Week Sessions/Assembly Careers Week Sessions/Assembly STEM Week 	<ul style="list-style-type: none"> Stopsley Careers week- Interview skills sessions, workshops, assembly and Post 16 options fair
Year 11	<ul style="list-style-type: none"> Post 16 choices Assembly Post 16 Options Evening 	<ul style="list-style-type: none"> Apprenticeships Week Sessions/Assembly Careers Week Sessions/Assembly STEM Week 	Students will be focusing on exam preparations
	<ul style="list-style-type: none"> The School can share details of opportunities of age appropriate opportunities with students via email, Unifrog and the School Newsletter 		

Please speak to our Careers Lead to identify the most suitable opportunity for you.

Complaints Procedure

Any complaints about this policy should be raised in the first instance to Mrs E Winter, email: ewinter@stopsleyhighschool.co.uk

Mrs E Winter will raise the complaint to Mrs P Whiting, Senior Deputy Headteacher.

Appendix - Previous providers

Providers who have been invited into Stopsley High School in the last academic year.

To obtain a list, please contact Mrs E Winter on ewinter@stopsleyhighschool.co.uk.