
INVICTUS

Education Trust

KINVER
HIGH SCHOOL
& SIXTH FORM



ENGAGE, SUCCEED, ASPIRE TO LEAD

Provider Access Policy

Document Control and Version Control

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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 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 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:

- 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

Student encounters and access to training providers will happen at various points throughout the school year and are mapped into our Careers Programme. Examples of when encounters will take place are during our Careers Immersion Day (February), Staying In Learning Day (Year 11), Work Experience (Year 11 & year 12), Careers Fayre and Options Event (Year 9 & Sixth Form), Workplace Wednesdays Enrichment, Assemblies, University and College

Trips and specific subject based encounters will happen within curriculum time. We always discuss the encounter with the provider before it takes place and students are always given opportunities to ask questions.

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.

We ensure encounters are meaningful by:

- Having a planned and progressive Careers Programme, which aims to broaden horizons.
- We use destination data and LMI information to inform our careers programme.
- Consider all stakeholders and aim to challenge misconceptions.
- Grow student knowledge in all career pathways and opportunities so they are well informed
- Provide equality of access to information and understanding.

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

3. Student entitlement

All students in Years 8 to 13 at Kinver High School 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 evening, Staying in learning day, Careers Immersion days, 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 Mrs N Mouzer, Assistant Headteacher & Careers Leader.

Telephone: [01384 686 900]

Email: n.mouzer@kinverhigh.co.uk

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 | University Event – Christmas Lectures | Careers Immersion Day Work Place Wednesdays | Futures Week (Lower School) Skills Day |
| YEAR 9 | | Options Evening Careers Fayre Careers Immersion Day | No encounters – encounters must have taken place by 28 February Skills Day |

| | AUTUMN TERM | SPRING TERM | SUMMER TERM |
|---------|---|---|--|
| YEAR 10 | Work Experience Launch | Careers Immersion Day National Apprenticeship Week | Work experience preparation sessions Skills Day Meetings with careers adviser |
| YEAR 11 | Work Experience Staying in Learning Day Post-16 Assembly Meetings with careers adviser | Post-16 interviews Apprenticeships – support with applications Meetings with careers adviser Careers Fayre | No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils Follow Up advice & Guidance Meetings |
| YEAR 12 | Higher education (HE) fair Post-18 assembly - apprenticeships | Small group sessions: future education, training and employment options Meetings with careers adviser | Work Experience |
| YEAR 13 | Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications | Meetings with careers adviser Assembly and small group opportunities - employability skills | No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all pupils |

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

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Access will be given for providers to attend during school assemblies, timetabled lessons, enrichment sessions and careers or raising aspirations events that Kinver High school is arranging. Students may also travel to visit another provider as part of a trip to be organised in partnership with Kinver High School. Please contact the careers leader to identify the most suitable opportunity for you.

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

Kinver High School will provide an appropriate room or lecture theatre to be agreed in advance. All classrooms have computers, projectors and screens provided. If possible, we ask you to email any presentations in advance. Computer rooms can also be arranged if asked for in advance. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Providers will be met and supported by a member of staff. Providers are welcome to leave and prospectuses or other reading material and students will have access to this in our Careers Hub.

5. Previous providers

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

- Halesowen College
- Dudley College & Sixth Form
- Invictus Sixth Form
- Institute of Technology Black Country
- Keele University
- Birmingham University
- Newman University
- Harper Adams University
- Wolverhampton University
- University of Worcester
- RAF outreach team

6. Pupil destinations

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

- Invictus 6th Form
- King Edwards V1 Stourbridge
- Halesowen College
- Dudley College
- Kidderminster College
- Hartpury College
- Stourport Sixth Form

Last year, our Year 13 pupils moved to a range of providers in the local area after school:

- Worcester University
- Keele University
- Newman University
- Manchester University
- The University of Birmingham
- BCU
- Apprenticeships
- Nottingham Trent University

7. Complaints

Any queries about this policy and/or provider access should be raised to the careers lead in the first instance: Mrs N Mouzer. Any complaints related to provider access can be raised following the school complaints procedure

https://www.kinverhigh.co.uk/_files/ugd/5d2df1_2d9874164cbf4360adc46700074fd787.pdf] or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Safeguarding/child protection policy
- CEIAG policy
- Curriculum policy
- Complaints policy
- E Safety Policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Nina Mouzer – Assistant Headteacher.

This policy will be reviewed by the Deputy CEO, P. Harris annually.

At every review, the policy will be approved at Executive level by the Trust Board