**Hatcham College Provider Access Policy**

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.

• [stats on providers] Destinations of our pupils Last year our year 11 pupils moved to range of providers in the local area after school:

• [stats on destinations] Last year our year 13 pupils moved to range of providers in the local area after school:

• [stats on destinations] Management of provider access requests Procedure A provider wishing to request access should contact Rebecca Cashmore, Careers and Progression Manager, by emailing r.cashmore@habstrustsouth.org.uk.

**Opportunities for access**

The school offers the **six provider encounters required by law** and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers and Progression Manager to identify the most suitable opportunity for you.

| | Autumn Term | Spring Term | Summer Term |
|---|---|---|---|
| **Year 8** | | Market stall event for apprenticeship providers.<br><br>Work Wednesday presentations. | Alumni workshops<br><br>Understanding University options. |
| **Year 9** | Meetings with Careers Adviser. | KS4 Options Event.<br><br>Work Wednesday presentations. | No encounters – legislation requires encounters to take place by 28 February if in year 9 |
| **Year 10** | | Work Wednesday presentations. | Tasters of technical/ vocational education.<br><br>Post 16 Options Assembly |
| **Year 11** | Meetings with Careers Adviser.<br><br>Post 16 Options Assembly<br><br>Apprenticeship Provider Assembly | Post 16 applications<br><br>Work Wednesday presentations. | No encounters – legislation requires encounters to take place by 28 February if in year 11. |
| **KS5** | Parents evenings. | University and Apprenticeship provider assemblies and workshops. | Parents evenings. |

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 at the Careers Resource Centre.

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

Approval and review

Approved [date] by Governors at Curriculum and Standards Committee

Next review: [date] Signed: [name]

Chair of Governors [name]

Head teacher: Katie Scott