



## Highcliffe 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.

### Student Entitlement

Students in years 8 – 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

**For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (Year 8 and 9) and two encounters for students during the 'second key phase' (Year 10 and Year 11). For Students 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 students 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 students from the provider)
- answer questions from students

## Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the making it meaningful checklist. [Making it Meaningful: Benchmark 7 | CEC Resource Directory \(careersandenterprise.co.uk\)](https://careersandenterprise.co.uk/making-it-meaningful-benchmark-7/)

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

## Providers

We have invited the following providers from the local area to speak to our students:

- Bournemouth and Poole College
- ASK Apprenticeships
- Sparsholt College
- Rockley College
- Brockenhurst College

## Destinations of our students

Last year our students moved to range of providers in the local area after school:

- Brockenhurst College
- Sparsholt College
- Bournemouth and Poole College

## Management of provider access requests

### Procedure:

A provider wishing to request access should contact Claire Wilson, Careers Adviser.

**Telephone 01425 273 381**

**email [cwilson@highcliffeschool.com](mailto:cwilson@highcliffeschool.com)**

## 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 students or their parents or carers.

A number of events, integrated into the school careers programme, will offer providers the opportunity to come into school and speak to students and/or their parents. Examples include:

- **Apprenticeships Evening January 2023**
- **6<sup>th</sup> Form Open Evening October 2022**
- **Careers Fair September 2024**
- **Year group Assemblies**
- **Tutor time and subject lessons**
- **Sixth Form Enrichment lessons**
- **Mock Interviews**
- **'Drop Down' sessions**
- **Mentoring etc.**

The school policy on safeguarding [School Policies | Highcliffe School](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and the students, as appropriate to the activity. The school will also make available AV and try to accommodate other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with a member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature either in our Main Library or Sixth Form study area. Both areas are available to students at break and lunchtimes. We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through email or promotion in our termly newsletter.

	PAL	Other activities
Year 8/9	Discover Dorset HE Day June (Year 9) Brockenhurst College (Year 8) Sparsholt College (Year 9)	Year 9 Apprenticeships Fair Year 8 Work Experience (1 day as a runner)
Year 10/11	Rockley Apprenticeships Assembly (Year 11) ASK Apprenticeships (Year 10) Bournemouth and Poole College (Year 10)	Year 10/11 Apprenticeships Fair Sixth Form Open Day Alternative Pathways Open Day Post 16 Provider Open Evenings Work Experience (Year 10)
Sixth Form	Higher Education Fair at Bournemouth University Assembly on Hoburne Apprenticeships	Sixth Form Apprenticeships Fair Aspirant Programme Talks / AECC Creative Careers AUB Core Enrichment: Education, training and employment options Work Experience Year 12

*\*Legislation requires encounters to take place by 28<sup>th</sup> February in year 9 / Year 11*

### Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure.

### Monitoring review and evaluation

The policy is monitored and evaluated annually Via the Senior Leadership Team and Governing Body.