



Notley High School & Braintree Sixth Form

Provider Access Policy

Last reviewed:	May 2024
Next review due:	May 2025
Ratified Full Governors:	May 2025
Designated Postholder:	Head of Careers (Michelle Robb)

Contents

1. Introduction
2. Student entitlement
3. Management of provider access requests
4. Links to other policies
5. Complaints
6. Monitoring arrangements

1. 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.

2. Student 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 year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in 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 encounter. 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 ([Making it Meaningful: Benchmark 7 | CEC Resource Directory \(careersandenterprise.co.uk\)](https://www.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7-cek))

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our students and parents/carers:

- Braintree Sixth Form
- Colchester Institute
- Chelmsford College
- Writtle University College
- Stansted Airport College
- Aim Apprenticeships
- Anglia Ruskin University
- Essex University

Destinations of our pupils

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

- Braintree Sixth Form
- Colchester Institute
- Chelmsford College
- Writtle University College
- Stansted Airport College

Last year our year 13 students (2023 leavers) met offers at a range of providers in the local area (local is defined as a normal commuting distance):

Anglia Ruskin University
University of Essex

Other students met offers at the below Universities:

Birkbeck, University of London
Bath Spa University
Bournemouth University
Coventry University
Durham University
Imperial College London
King's College London, University of London
Leeds Beckett University
Liverpool John Moores University
London School of Economics and Political Science, University of London
Loughborough University
Manchester Metropolitan University
Newcastle University
Nottingham Trent University
Oxford Brookes University
Royal Holloway, University of London
Royal Veterinary College, University of London
St Mary's University, Twickenham
The London Institute of Banking & Finance
University Campus of Football Business (UCFB)
University of Birmingham
University of Bristol
University of Chichester

University of Derby
University of East Anglia UEA
University of Gloucestershire
University of Greenwich
University of Hertfordshire
University of Huddersfield
University of Kent
University of Lincoln
University of Nottingham
University of Portsmouth
University of Reading
University of Sheffield
University of Suffolk
University of Sussex
University of Warwick
University of Westminster, London
University of Winchester
University of York

3. Management of provider access requests

Procedure

A provider wishing to request access should contact:

Years 7 – 11 Mrs M Robb, Careers Leader and Faculty Leader - PDT, Careers and IAG,
Email: michelle.robbs@notleyhigh.com

Years 12 – 13 Mrs Howells, Line management of Sixth Form
Email: siobhan.howells@notleyhigh.com

Opportunities for access

The school offers the six provider encounters required by law and several 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 Leader to identify the most suitable opportunity for you.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8		<ul style="list-style-type: none"> • Colchester Institute assembly • Apprenticeship Week activities during tutor time • Careers Week activities during tutor time • DWP assembly 'Managing your social media and protecting your online reputation for the future' 	<ul style="list-style-type: none"> • Careers Insight Day with ECC
YEAR 9		<ul style="list-style-type: none"> • 'Eyes on the Prize' visit to Anglia Ruskin University • Colchester Institute Familiarisation Visit • Apprenticeship Week activities during tutor time • Careers Week activities during tutor time • Meeting with careers adviser (identified students to support with option choices) 	No encounters – legislation requires encounters to take place by 28 February if in year 9

YEAR 10	<ul style="list-style-type: none"> • Mock interview days with external employers 	<ul style="list-style-type: none"> • Apprenticeship Week activities during tutor time • Careers Week activities during tutor time • Aim Apprenticeships assembly • 'Apprenticeship Fair' visit to Colchester Institute Braintree Campus • Stansted Airport College assembly 	<ul style="list-style-type: none"> • Braintree Sixth Form taster day • Meeting with careers adviser
YEAR 11	<ul style="list-style-type: none"> • Meeting with careers adviser • 'Careers Fair' visit • Post 16 provider open evenings. • KS5 Parent Options Information Evening (Speakers from Braintree Sixth Form, Colchester Institute, Chelmsford College Writtle University College, Stansted Airport College, Aim Apprenticeships, school's Career Advisor) • Braintree Sixth Form introduction assembly • Colchester Institute assembly • Post-16 interviews 	<ul style="list-style-type: none"> • Apprenticeship Week activities during tutor time • Careers Week activities during tutor time • NCS volunteering assembly 	<p>Confirmation of post-16 education and training destinations for all pupils</p> <ul style="list-style-type: none"> • No encounters – legislation requires encounters to take place by 28 February if in year 11
YEAR 12	<ul style="list-style-type: none"> • Mock interview days with external employers 	<ul style="list-style-type: none"> • Apprenticeship Week activities during tutor time • Careers Week activities during tutor time 	<ul style="list-style-type: none"> • Attend the Higher Education fair at the University of Essex • Attend UCAS day at Anglia Ruskin University • University information assemblies • University information evening for parents and carers

YEAR 13	<ul style="list-style-type: none"> • Mock interview days with external employers • Covering letters, Application form and CV writing workshop from AIM Apprenticeships • Presentations by employers 	<ul style="list-style-type: none"> • Mock assessment centre workshop from AIM Apprenticeships during Enrichment 	<ul style="list-style-type: none"> • Confirmation of post-18 education and training destinations for all pupils <p>No encounters – legislation requires encounters to take place by 28 February if in year 13</p>
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Granting and refusing access

Access to our pupils will be granted where it can be agreed that the provider matches the needs of our students and that we can accommodate your request in terms of scheduling and space.

We welcome providers wishing to communicate with our pupils, staff and parents/carers specifically about the following areas:

- Types of qualification including, but not limited to, A-Levels, Vocational awards, technical awards, apprenticeships, degrees.
- Routes into employment
- Continuing in education and training
- Raising awareness of career sectors
- Raising aspirations
- Labour market information – job market and key local sectors
- Employer expectations
- Employability skills
- Support in applications including but not limited to course, apprenticeship, university and employment applications
- Additional support for transitions into Further Education, Higher Education, Apprenticeships, other training opportunities and employment. This can include financial, emotional and practical support for more vulnerable pupils.

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

Safeguarding

Our safeguarding on 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.

Premises and facilities

The school will make the Theatre, the Sports Hall or Fitness Centre, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio and visual specialist equipment to support provider presentations where needed. This will all be discussed and agreed in advance of the visit with the careers leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the careers sections of the school library and Braintree Sixth Form library, which are managed by the school librarian. These resources are available to all students at lunch and break times and to sixth formers in their study periods.

4. Links to other policies

This policy should be read in conjunction with the following policies:

- Child Protection Policy
- Careers Education, Information, Advice and Guidance (CEIAG) Policy

5. 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.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by The Careers Leader.

This policy will be reviewed by The Careers Leader annually. At every review, the policy will be approved by the governing board.