

# Provider access policy statement

## Myton School



**Approved by:** FGB

**Date:** 28 March 2023

**Last reviewed on:** 30 January 2023

**Next review due by:** March 2024

## Myton School Values

**Preparing all our students for lifelong success  
through:**

**Developing self-assured learners  
Removing barriers  
Working together  
Investing in staff**

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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

Myton School will invite providers into school at the beginning of each academic year to comply with the statutory guidance. Should a pupil be absent from a timetabled encounter, alternative provision will be made for that student to attend another session within school.

## 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.

Myton School will use the [Making it Meaningful checklist](#) from the Careers & Enterprise Company to ensure encounters meet the required benchmarks

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

## 3. Student entitlement

All students in years 8 to 13 at Myton 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 events, 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 the Careers Advisor or Assistant Headteacher responsible for Careers using the methods below:

Telephone: 01926 492805

Email: [careers@myton.co.uk](mailto:careers@myton.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	Event for university technical colleges (UTCs) Unifrog Launch	University Awareness assemblies and workshops	Careers Detective workshops Technical/vocational tasters at local colleges, training providers
YEAR 9	Assembly and tutor group opportunities – developing employability skills Question Time with employers/students	Key Stage 4 options event Networking event with providers and employers Careers/Apprenticeship Fair	<b>No encounters – encounters must have taken place by 28 February</b>
YEAR 10	Post-16 technical education options assemblies Assembly and tutor group opportunities – developing employability skills	Networking event with providers and employers Career/Apprenticeship Fair Life Skills – work experience preparation sessions Post 16 College assemblies	Work experience preparation sessions Work experience
YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers advisor Post-16 applications Mock Interviews	Post-16 interviews Meeting with Careers advisor Apprenticeships – support with applications Career/Apprenticeship Fair	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils
YEAR 12	Higher education (HE) fair Post-18 assembly - apprenticeships	Small group sessions: future education, training and employment options Meetings with careers adviser	Technical/vocational tasters at local college/s, training providers

	AUTUMN TERM	SPRING TERM	SUMMER TERM
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 Career/Apprenticeship Fair	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-18 education and training destinations for all pupils

Please speak to our Career Advisor 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

Providers will be granted access based on locality, time of year and to fit around curriculum assessment and exams. Safeguarding: If providers are not DBS checked then a member of the Careers team or appropriate school staff will need to remain with them throughout.

### 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

The school will make a room(s) available for discussions between the provider and students, as appropriate to the activity. The school will also make available equipment to support provider presentations. This will all need to 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 at the Careers Resource Centre, which is managed by the Careers Advisor. This is available to all students at lunch and break times.

## 5. Previous providers

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

Warwickshire College Group

Ask Apprenticeships

Warwickshire County Council

Stratford upon Avon College

## 6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school such as Warwickshire College, Trident College and Stratford College

Last year, our year 13 pupils moved to a range of providers in the local area after school such as Warwick University, Jaguar Landrover, NHS and Warwickshire County Council

## 7. Complaints

Any complaints related to provider access can be raised following the [school complaints procedure](#) or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Monitoring arrangements

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

This policy will be reviewed by Peter Freeman, Governor responsible for Careers Education at the beginning of each academic year or when statutory requirements are updated. At every review, the policy will be approved by the governing board.