

PRIESTLEY SMITH SPECIALIST 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.

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.

Previous providers

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

Diary of events Careers and Employability

Date	Details	In person or virtual	Mainstream or specialist
September 2022	Preference forms completed and sent to LA	In person	
Autumn term 2022	Workwise Donna Dean Apprenticeships KS5 10 week programme	In person	Mainstream
Autumn term 2022	Birmingham Focus talk on PIP, DLA, money management and benefits of working	In person	Specialist
Autumn Term 2022	Guide Dogs presentation	In person	Specialist
Autumn Term 2022	Visit to Royal National College Hereford	In person	Specialist
Spring Term 2022	Visit to Queen Alexandra College	In person	Specialist
Spring Term 2023	DWP Access to Work and Benefits presentation – ideally to parents too	In person	Specialist
Summer term 2023	Disability jobsfair SENSE years 12 and 13	In person	Specialist
Planned for in-school 2022/23			
Spring term 2023	Thomas Pocklington Trust Recruitment Exercise – workshop on interview and application skills	Mixture	Specialist
Year round	Year 13 work experience weekly	In person	Specialist
Summer Term 2023	Year 10 work experience	In person	Specialist
Year Round	Talking Heads videos from employed people with VI	Mixture	
Autumn term 2022	AOPE interviews with recruitment agency rep Stephen Broadley	In person	Mainstream
Ongoing			
Year Round	Careers interviews for KS4 and KS5 students	Jainn-Ann Wearing	
	Vocational Profiles ongoing completion	By mentors	Specialist

Destinations of our pupils

Last year our year 11 pupils moved to the following providers after school:

- 6/6- 100% of our pupils stayed on at Priestley Smith 6th Form

Last year our year 13 pupils moved to range of providers within the west midlands after school:

- 4/6 - 66% - QAC (Queen Alexandra College)
- 1/6- 17% - RNC (Royal National College for the Blind)
- 1/6 - 17% - NEET

Management of provider access requests

Procedure

A provider wishing to request access should contact the CEIAG team on the following email address careers1@priestley.bham.sch.uk

Alison Hannington – Imagination & Enrichment Faculty Lead

Kerry Mellor – Careers Lead

Kim Blundell – Careers Team Member – Destinations Lead

Michelle Morris – Careers Team Member – Work Experience Lead

Toni Simmonds – Careers Team Member – Primary Lead

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) 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 Team to identify the most suitable opportunity for you.

Year	Autumn Term	Spring Term	Summer Term
8	<p>Event for University Technical College Future Aspirations talk by Volunterers and Alumni to demonstrate what they have achieved – YH and others Sense Navjoyt Kaur from ASK Ambassador</p> <p>PSHE Living in the wider world Community and Careers. Equality of opportunity in careers and life choices, and different patterns of work</p>	<p>Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Arena or Fortis Careers events</p> <p>Trips and visits to accessible places of employment. Opportunity to ask about employment and careers routes, the work, what it entails and qualifications required etc..</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Trip to QAC / RNC and local secondary schools and 6th form colleges, Fortis, BMet etc...</p>
9	<p>Meeting with careers adviser Careers fair Future Aspirations talk by volunteers and Alumni to demonstrate what they have achieved – YH and others Sense Navjoyt Kaur from ASK Ambassador</p> <p>PSHE Living in the wider world Learning strengths, career opportunities and goal setting as part of the GCSE Options process</p> <p>Careers Fair</p>	<p>Meeting with careers adviser</p> <p>KS4 options event – Pupils and parents invited Transition year Trips and visits to accessible places of employment. Opportunity to ask about employment and careers routes, the work, what it entails and qualifications required etc.. Thomas Pocklington Blind in Business</p> <p>PSHE Living in the wider world Employability skills Employability and online presence</p>	<p>No encounters – legislation requires encounters to take place by 28 February if in year 9</p>
10	<p>Post 16 technical education options assembly / workshops with General Further Education College Apprenticeships & careers fairs</p> <p>Life Skills – work experience preparation sessions</p> <p>Future Aspirations talk by volunteers and Alumni to demonstrate what they have achieved – Yusuf and others</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Trips and visits to accessible places of employment</p> <p>Trip to QAC / RNC and other relevant colleges HMRC links etc...</p> <p>Trips and visits to accessible places of employment. Opportunity to ask about employment and careers routes, the work, what it entails and qualifications required etc..</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Visit to QAC/ RNC/ Argent College</p> <p>Work Experience – Experience of the workplace</p> <p>Pan Disability Job Fair</p>

	Yr 10 / 11 PSD WJEC – Preparation for work unit - Crimson	Yr 10 / 11 PSD WJEC – Preparation for work unit - Crimson	
11	<p>Post 16 provider open evenings</p> <p>Drop-in session by people in Industry just to share experiences Post 16 apprenticeships assembly Meetings with careers adviser Post 16 Applications Trips and visits to relevant establishments</p> <p>Yr 10 / 11 PSD WJEC – Preparation for work unit - Crimson</p>	<p>Post-16 interviews</p> <p>KS5 options event – Pupils and parents invited</p> <p>Interview techniques and experiences 1:1, task based and group activities (JCB) Bham careers Hub resources Drop-in session by people in Industry just to share experiences</p> <p>Yr 10 / 11 PSD WJEC – Preparation for work unit - Crimson</p>	<p>No encounters – legislation take place by 28 February if in year 11 Confirmation of post-16 education and training destinations for all pupils</p>
12	<p>Higher Education fair for a variety of HE providers including local Further Education colleges</p> <p>NEC – The national School & College Leavers Festival</p> <p>Princes Trust Career Planning Unit</p>	<p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers adviser</p> <p>Princes Trust Career Planning Unit Zoe from Sense Navjoyt Kaur from ASK Ambassador</p> <p>Future Aspirations talk by Alumni to demonstrate what they have achieved – YH and others Thomas Pocklington Blind in Business</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Visits to QAC/ RNC/ Argent College</p> <p>Princes Trust Career Planning Unit</p> <p>Drop-in session by people in Industry just to share experiences</p> <p>Future Aspirations talk by Alumni to demonstrate what they have achieved – YH and others Thomas Pocklington Blind in Business</p>
13	<p>Post 18 assembly – with higher and degree apprenticeship providers</p> <p>Workshops – HE and higher apprenticeship Applications</p> <p>On going experience of the work place</p> <p>NEC – The national School & College Leavers Festival</p> <p>Experience the workplace opportunities Martin James Foundation – Epic</p>	<p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers adviser</p> <p>On going experience of the work place</p> <p>Experience the workplace opportunities Martin James Foundation – Epic</p> <p>Sense Navjoyt Kaur from ASK Ambassador</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>On going experience of the work place</p> <p>Drop-in session by people in Industry just to share experiences</p> <p>Future Aspirations talk by Alumni to demonstrate what they have achieved – YH and others</p> <p>Thomas Pocklington Blind in Business</p>

	Transitions	Future Aspirations talk by Alumni to demonstrate what they have achieved – YH and others Thomas Pocklington Blind in Business	
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Premises and facilities

The school will make 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 main reception and they will be added to the resources in the school library. The library is available to all pupils.

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

