

Provider Access Policy

Policy Number: STAT011

Trustee Committee: Pastoral

Author: AMc

Owner: Andy McPherson

Issue Date: 10/12/24

Review Date: 10/12/25

Policy Review

This policy will be reviewed in full by the Board of Trustees every 12 Months.

The policy was last reviewed and agreed by the Board of Trustees on 10th December 2024
It is due for review in 12 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Board of Trustees

Reference

Hitchin Boys School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023). We have a duty to provide students in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are students entitled to?

Students must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during Key stage 3 (year 8 to 9) and two encounters for pupils during key stage 4 (year 10 to 11). 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 where possible pupils from the provider) and answer questions from pupils.

Who handles our access requests?

Any provider wishing to request access should contact our careers leader via sdare@hitchinboys.co.uk or the school switchboard. Andy McPherson, Assistant Headteacher, is in overall charge of careers provision.

What opportunities are provided to allow access to students?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to students and/or their parents/carers.

Options evenings for year 9 and year 11 are a prelude to students choosing post-14 and post-16 and we routinely invite providers such as local colleges, training providers and ASK apprenticeship support to these events.

There are regular careers fairs, enrichment days, visiting speakers and we ensure that students are aware of multiple pathways and providers. The Unifrog system is the foundation of our careers provision, and this contains the largest database of apprenticeship providers as well as college and university destinations. Other opportunities include events such as STEM activities and assemblies that have a careers focus.

Who should providers contact to discuss events and options?

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Policy and Charter which can be viewed on the school website. The existing careers programme overview and strategic careers development plan is reviewed on an annual basis and the granting or refusing of access will be made in line with these documents. Please speak to our Careers Leader to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader (sdare@hitchinboys.co.uk) or with the Reception Team.

Complaints

A provider wishing to raise a complaint in relation to access should do so in writing to the Careers Leader and this will be dealt with by the School Leadership Team in line with the school's complaints policy.