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**Policy Provider Access policy statement**

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**DOCUMENT STATUS**

<b>Version</b>	<b>Date</b>	<b>Action</b>
V1	17 Oct 2023	

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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

Holly Lodge will comply with this requirement through

- Extending an invite to FE institutions to attend our careers fair, which all pupils will attend.
- Invite FE institutions to school to deliver assemblies to pupils across all key stages.
- Support pupils in arranging and visiting FE placements during KS5.

## **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.

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

## **3. Student entitlement**

All students in years 8 to 13 at Holly Lodge 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, careers fairs and taster events
- Understand how to make applications for the full range of academic and technical courses
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## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Mrs A Smyth, Assistant Headteacher and careers lead, with an outline of their request, detailing what it is they wish to deliver to the pupils.

Telephone: 01510 228 3772

Email: a.smyth@hollylodge.liverpool.sch.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. Below are some examples of events that take place, but this is not exhaustive.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8		Employer event for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement	
YEAR 9		Employer event for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement  Key Stage 4 options event	<b>No encounters – encounters must have taken place by 28 February</b>
YEAR 10	Life Skills – work experience preparation sessions (elevate)	Employer event for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement  Technical/vocational tasters at local college/s, training providers	Year 10 Post 16 Taster days

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	<p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Meetings with careers adviser</p> <p>Post-16 applications</p>	<p>Employer event for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Post-16 mock interviews</p> <p>Apprenticeships – support with applications</p>	<p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Confirmation of post-16 education and training destinations for all pupils</p>
YEAR 12	<p>Higher education (HE) fair</p> <p>Post-18 assembly - apprenticeships</p>	<p>Employer event for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Opportunities to meet with careers adviser if needed – e.g. application writing</p>	
YEAR 13	<p>Post-18 assembly – with higher and degree apprenticeship providers</p>	<p>Employer event for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Opportunities to meet with careers adviser if needed – e.g. application writing</p> <p>Assembly and small group opportunities - employability skills</p>	<p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Confirmation of post-18 education and training destinations for all pupils</p>

Please speak to our Assistant Headteacher who leads on careers, Mrs. A Smyth, 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**

Access will not be granted to pupils during times of pre or public examinations. Access will be granted to pupils during our careers fair, timetabled PSHE lessons and assemblies.

### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education, training and career providers will be expected to adhere to this policy.

### **4.5 Premises and facilities**

Visitors to school can arrange with the Assistant Headteacher access to rooms, equipment and devices that they might need. To make such arrangements, visitors need to contact Mrs A Smyth via email on [a.smyth@hollylodge.liverpool.sch.uk](mailto:a.smyth@hollylodge.liverpool.sch.uk). When visiting, there is the ability to leave materials such as prospectuses for pupils to read in school. These visits will run in line with any measures related to public health incidents, including COVID-19.

## **5. Previous providers**

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

### **KS3 and KS4**

City of Liverpool College, St Helens College, Knowsley Community College, Cronton and Riverside College, Edge Hill University, Chester University, ASK Apprenticeships, Liverpool Hope University, Hugh Baird College

### **KS5**

University and Apprenticeship Fair- Aintree Racecourse Half Day, HE Conference- Liverpool exhibition centre Half Day, Ask Apprenticeships workshop- Holly Lodge, Liverpool John Moores University Taster day, The National Apprenticeship Show- Liverpool exhibition centre.

## **6. Pupil destinations**

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

Holly Lodge 6<sup>th</sup> Form, St Edwards 6<sup>th</sup> Form, Carmel College, Hugh Baird College, Calderstones 6<sup>th</sup> Form

Last year, our year 13 pupils moved to a range of providers in the local area after school, including:

<b>Destination</b>	<b>Course</b>
Edge Hill University	Psychology
Liverpool John Moores University	Criminology and Psychology
University of Liverpool	Chemical Sciences
LMA	Acting and Performance
Liverpool Hope University	Philosophy & Ethics and Theology
Liverpool John Moores University	Adult Nursing
Liverpool John Moores University	Criminal Justice
Liverpool John Moores University	Biomedical Science
Liverpool John Moores University	Psychology
University of Liverpool	History
University of Liverpool	Criminology
Liverpool John Moores University	Environmental Science
Liverpool Hope University	Health & Social Care
Liverpool Hope University	Education
Edge Hill University	Nursing
Liverpool John Moores University	Criminology
University of Central Lancashire	TESOL and Korean
University of Exeter	Medical Sciences
Liverpool John Moores University	Accounting and Finance
Edge Hill University	Law
Liverpool John Moores University	Psychology
Hugh Baird College	Visual Merchandising
Liverpool Hope University	Primary education
Liverpool John Moores University	Criminal Justice with foundation year
Liverpool John Moores University	Business Management with Foundation Year
University of Liverpool	Therapeutic Radiography and Oncology
Liverpool Hope University	Social Care and Sport and Exercise Science (with Foundation Year)
Edge Hill University	Child & Adolescent Mental Health & Wellbeing
Liverpool John Moores University	Biomedical Science
Queen's University Belfast	Philosophy
Liverpool John Moores University	Psychology
University of Liverpool	Biological and Medical Sciences
University of Sheffield	Digital Media and Society
University of Liverpool	English and Classical Studies
University of Liverpool	Biological Sciences
Liverpool John Moores University	Psychology
University of Liverpool	Psychology
University of Liverpool	History and Archaeology
Liverpool Hope University	Primary Education
Ardent University	Business Management and Marketing with a foundation year

## **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. Links to other policies**

- Safeguarding/child protection policy
- CEIAG guidance policy
- Curriculum policy
- Complaints policy

## **9. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs. A Smyth, Assistant Headteacher.

This policy will be reviewed by the governing body and Headteacher annually.

At every review, the policy will be approved by the governing board.