

Policy Review Form

Name of Policy:	Provider Access Policy
Date of Review:	November 2024
Name of person reviewing:	Louise McMenamin
Has the policy been effective over the review period & how do we know this? We have been able to respond to the Provider Access Legislation as a result of this policy, and deliver on statutory guidance for all key stages https://assets.publishing.service.gov.uk/media/63b69f3fe90e077246c83323/Careers_guidance_and_access_for_education_and_training_providers_.pdf	
Overview of the changes that have been made (including new legislation, changing circumstances etc.) Policy has been refined to ensure providers have access in each term throughout the year where possible and in line with guidance.	



Holy Trinity Church of England Secondary School Careers Providers Access Statement



Introduction

This statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving learners 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 students in years 8-13 are entitled:

- to find out about technical education qualifications, FE, HE, school leaver 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 and employers 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, vocational and technical courses.

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers; please contact any of the careers staff below to discuss access. Please see opportunities available to providers below to engage with our learners. Our CEIAG programme is evaluated annually to determine its impact and where possible, cross curricular

Term & Year Group	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Autumn	Talk or Assembly, linking for transition into Year 9 – opportunities within REACH lessons and morning assemblies	Opportunities to speak with Year group in morning assemblies or during Culture Capital Day[s].	Talks or Assemblies by all local providers, or on Culture Capital Day[s].	Opportunities to speak with Year group in morning assemblies, during Culture Capital Day[s] and REACH lessons.	Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions.	Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions.
Spring	Talk or Assembly, linking for transition into Year 9 – opportunities within REACH lessons and morning assemblies	Opportunities to speak with Year group in morning assemblies or during Culture Capital Day[s].	Talks or Assemblies by all local providers, or on Culture Capital Day[s].	Opportunities to speak with Year group in morning assemblies, during Culture Capital Day[s] and REACH lessons.	Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions.	Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions.
Summer	Talk or Assembly, linking for transition into Year 9 – opportunities within REACH lessons and morning assemblies	Opportunities to speak with Year group in morning assemblies or during Culture Capital Day[s].	Prep for WEX & Post 16 - Talks or Assemblies by all local providers, or on Culture Capital Day[s].		Opportunities to speak with Year group in morning assemblies in preparation for Post 18 decisions.	

opportunities for enhanced learning are identified along with employer encounters for different year groups [copy of CEIAG programme is available on our School website Careers pages].

Management of provider access requests Procedure

A provider wishing to request access should contact our careers staff named below, to identify the most suitable opportunity for them to speak to year groups and students. All visitors are subject to our usual safeguarding procedures.

Miss L McMenamin,
Careers [CEIAG] Lead
Telephone: 01293 423690
Email: lmcmenamin@holytrinitycrawley.org.uk

Miss S Sheppard
CEIAG & Work Experience Administrator
Telephone: 01293 423690
Email: shheppard@holytrinitycrawley.org.uk

Mr Kevin Berry
Assistant Headteacher-Head of 6th Form
Telephone: 01293 423690
Email: kberry@holytrinitycrawley.org.uk

Premises and facilities

The school will make suitable accommodation available for assemblies and talks and/or small meeting rooms for discussions between the provider and relevant students, as appropriate to the activity if this is more relevant. The school will also make available Audio Visual and other specialist equipment to support provider presentations; providers are requested to forward presentations/videos at least 1 week in advance to ensure that formats are supported & that presentations can be checked by our safeguarding team. Some presentations will be shared with students and parents via the school website where appropriate. This will all be discussed and agreed in advance of the visit with the Careers Leader, the Year Group Lead or a member of the Pastoral Team. Where possible, online/virtual opportunities will be promoted during Covid 19 conditions and where it is deemed to be easier to reach whole year groups during the school day.

Providers are welcome to leave a copy of their prospectus or other relevant course literature, which will be made available to all students in the Careers Library in the Learning Resource Centre [and virtually if appropriate], in the School Careers Office and 6th form areas. The Learning Resource Centre is available to all students at lunch and break times and students of all key stages are encouraged to visit the Careers Corner and use subject specific resources.

Approval and review

Approved by: Governing Body

Next review: *November 2025*

Signed:

Chair of Governors

Head teacher