



Provider Access Policy Statement

This Provider Access Policy Statement should be read in conjunction with the Careers and Independent Advice and Guidance (CEIAG) Policy.

The Holmesdale School

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

Document Management

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Next review date:	5 October 2023
Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

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 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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 13 at The Holmesdale 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 Miss Jeanette Hamilton, Careers Adviser.

Telephone: 01634 240416

Email: jeanette.hamilton@swale.at

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 September - December	Spring Term January - March	Summer Term April - July
Year 7	Aspirations Self- Awareness I'm a scientist Growth Mindset Employability skills	More than one direction Careers Fair We Are Multilingual Skills awareness (Art) Power of Persuasion (English)	Uni visits for those selected What is work? I'm a Scientist Exploring skills in science
Year 8	Aspirations Self- Awareness I'm a scientist Growth Mindset Employability skills	Provider Access 1 & 2 More than one direction Careers Fair Routes into Languages Transferable skills (Art & Technology) Voices from different cultures (English)	What is work? University visits Who does what job? Employer talks (Science)
Year 9	Speaker for Schools Aspirations What is work? I'm a Scientist Confidence in the classroom NHS Success Presentation Employability skills	Provider Access 1 & 2 Careers Fair Growth Mindset Decision making Challenging workplace stereotypes Authors, poets, and playwrights (English)	Business Challenge event Self-awareness University visits Why choose Sport as an option? Careers in science (Science)
Year 10	Work Experience log-on sessions Employer Talks – (IT) Sport & Exercise Science Day I'm a Scientist Speaker for Schools Interview skills & Employer talks (Business)	Provider Access 1 & 2 Careers Fair SCILT Job profiles Speaker for Schools Preparing for the work experience placement Employer Talks (Art & Technology) Skills & Equal opportunities (Health & Social Care) Options at 16 – Morrisby Careers (English)	Constructing CV's, letters, applications etc Work Experience University trip (PE & Dance) University trip (Science) Aptitudes Test
Year 11	Kent Choices sessions and options assembly Year 11 interviews – personal guidance	Provider Access 1 & 2 Year 11 interviews Careers Fair	

	<p>Why choose IT? Year 11 interviews I'm a Scientist Sixth Form Open Evening/Info session Why choose Business as a Post 16 option? I'm a Scientist. Sixth Form Open Evening/Info session Why choose Business as a Post 16 option?</p>	<p>National Citizenship Service Charlton Athletic programme Why choose Spanish as a Post 16 option? Into to UCAS session/CCCU led. Apprenticeships – Morrisby Careers Diversity (Art & Technology) Why choose Health & Social Care? The Power of Language (English)</p>	
Year 12	<p>Aspirations Decision making Barclays Life Skills/Entrepreneurial activity/Having the right skills for the future. Higher Education Alumni visit to THS What are my future options? (Business)</p>	<p>Provider Access 1 & 2 KMPF University sessions Apprenticeship Fair at Mote Park. Careers Fair Developing skills in the art of speaking and listening (KMPF/Charity – Speakers Trust) Aspirations and what are my future options? (Health & Social Care)</p>	<p>Interview skills – panel of employers/other Work Experience week University visits Aspirations and what are my future options (Sport) Brewery trip (Science)</p>
Year 13	<p>Year 13 interviews MGS Uni Fair (Sept) Revision – writing a personal statement Aspirations Options at Post 18 Understanding the school leaver and graduate jobs market Provider Access 1 Year 13 interviews Higher Education Alumni visit to THS What are my future options? (Business)</p>	<p>Careers Fair Provider Access 2 Apprenticeship Fair at Mote Park (for those who wish to attend) Aspirations and what are my future options? (Health & Social Care)</p>	

Please speak to our Careers Adviser to identify the most suitable opportunity for you.

4.3 Granting and refusing access

The Holmesdale School reserves the right to decline requests for a number of reasons. These include (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
- if the provider's input would not be relevant to a particular event;
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact Ms S Houliker with responsibility for Careers & Employability at the school.

4.4 Safeguarding

Our Child Protection and Safeguarding Policy outlines the school's procedures for checking the identity and suitability of visitors.

This can be found here [Child Protection and Safeguarding Policy](#)

Education and training providers must adhere to this policy.

4.5 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, 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 Headteacher or careers leader as appropriate. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for sharing with students at other times.

5. Links to other policies

Careers and Independent Advice and Guidance (CEIAG) Policy [Careers and Independent Advice and Guidance \(CEIAG\) Policy](#)

6. Monitoring arrangements

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

This policy will be reviewed by the Board of Trustees annually. At every review, the policy will be approved by the Board of Trustees.