



HIGHFIELDS SCHOOL

Provider Access Policy

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT
Telephone: 01902 556530 E-mail: enquiries@hswv.co.uk Website: www.hswv.co.uk

Rationale

This policy statement sets out the school's arrangements for managing the access of providers to students at 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, the provider access legislation introduced in January 2018 and the updated provider access legislation, January 2023.

Student entitlement

All students in years 8-13 are entitled to six encounters:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

Encounters must be meaningful and impactful for pupils so that they can:

- 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact our named Careers Leader:

Mr Phil Rose
Telephone: 01902 556530
Email: prose@hswv.co.uk

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 see the Highfields School Careers Programme overview (Appendix 1) to find more about opportunities offered to our young people and speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the building, including classrooms or private meeting rooms, available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual 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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch, break times or after school.

Safeguarding

All visitors to our school should be aware of their Safeguarding responsibilities and work within the guidance as laid out in the school policy on safeguarding.

Date for Review

Summer Term 2024

Links with other policies

CEIAG

Equality

Safeguarding

SEND

	Autumn Term	Spring Term	Summer Term
Year 7		LMI Assembly	Guess the Job activity
Year 8		Foundations for the Future 'Year 9 Options' LMI Assembly	Guess the Job activity Careers lessons in Citizenship – The importance of employability skills, personal qualities and their link to career choices.
Year 9	Careers related assemblies	Careers lessons in Citizenship – Decision making skills 'KS4 options' KS4 options event and school wide Careers' Fair Course Choice interviews	
Year 10	Work experience preparation		Careers lessons in Citizenship Department for Work and Pensions 'Apprenticeship workshops'
	Careers lessons in Citizenship – preparing for the World of Work Career related assemblies	Career related assemblies	Career related assemblies 2 x university campus visits Interviews with an independent Careers Adviser.
Year 11	Work experience (1 week) Post 16 event – Staying in Learning Day Academic mentoring Year 12 Raising Aspirations Careers lessons in Personal Development – preparing for the world of work	Post 16 interviews Post 16 application support week College/Apprenticeships application support sessions	All students to have received at least one interview with an independent Careers Adviser by the end of Year 11.
Year 12	Work experience opportunities Industry placement scheme	Work experience opportunities Industry placement scheme Apprenticeship assemblies Mock Interviews	Higher Education event Work experience opportunities Industry placement scheme
Year 13	UCAS preparation Work experience opportunities	Alternatives to University – Apprenticeship application support Work experience opportunities	All students to have received at least two interviews with an independent careers advisor by the end of Year 13.
All Years	National Apprenticeship Week (February) and National Careers Week (March)- a wide range of events and activities in school, including assemblies, presentations, lessons and lunchtime workshops from external providers. Opportunities for parental engagement.		

Alongside the above, subjects provide students with opportunities to contextualise their learning by offering career related activities throughout the year.

LMI information regularly on display on digital media