

## Provider Access Policy

Name of Unit/Premises/Centre/School	The Toynbee School
Date of Policy Issue/Review	January 2023
Name of Responsible Manager/Headteacher	Samantha Kerwood/Matthew Longden
Governors' Sub-Committee	Teaching and Learning

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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

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

## 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.

The support of our local community is key to the Careers Education that Toynbee School is able to provide. We are so lucky to have the backing of so many willing and enthusiastic employers, keen to get involved with our school calendar of activities every year. Sharing career experiences and providing opportunities to develop employability skills is invaluable to a young person's progression and we cannot thank our existing partners enough.

Do you work in a business that could help provide work experience or opportunities for our students?

We are always looking for local businesses that are wanting to inspire and educate our students about the world of work and expand and develop our careers programme. If you think you could help us with practise interviews, talks/presentations to students, provide invaluable work experience or any other opportunities that give students the chance to develop core skills and motivation, please contact our Careers Lead – Mrs Claire Thwaites at [c.thwaites@toynbee.hants.sch.uk](mailto:c.thwaites@toynbee.hants.sch.uk)

If you're an employer and are curious about how you could get involved, we would love to hear from you! There are many ways you could contribute to the Toynbee School community and we are always open to new ideas and opportunities.

Please get in touch!

## 3. Student entitlement

All students in years 8 to 11 at Toynbee 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 Mrs S Kerwood, Assistant Headteacher

Telephone: 02380 269026

Email: s.kerwood@toynbee.hants.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:

Careers Fairs, Assemblies, Off Timetable events, Parental Engagement events, Work Experience

These events will run in line with any measures related to public health incidents, including COVID-19.

### 4.3 Safeguarding

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

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

### 4.4 Premises and facilities

- We welcome speakers to present to small groups of pupils or to whole year group cohorts of 220 pupils
- Depending on the size of the audience, we would hold the event in a classroom or our Theatre
- All facilities would have a computer, projector and audio/video available
- We would welcome providers to leave prospectuses or other material for students to read

## 5. Previous providers

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

- Barton Peveril
- Peter Symonds
- Eastleigh College
- Sparsholt College

## 6. Pupil destinations

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

- Barton Peveril
- Peter Symonds
- Eastleigh College
- Sparsholt College
- Itchen College
- Richard Tauntons

- A few followed independent employment / apprenticeship

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints 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
- Careers access 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 S Kerwood, Assistant Headteacher

This policy will be reviewed by Mrs S Kerwood, Assistant Headteacher, Annually

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