



## Provider Access Policy

<b>Policy approval date</b>	March 26 <sup>th</sup> 2025
<b>Policy review date</b>	March 2025
<b>Trustee approval</b>	Hobart High School LGB Approval
<b>Committee responsible for policy</b>	Hobart High School LGB

## **Provider Access Policy**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 which 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.

### **Statutory Requirement**

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 4 encounters with technical education or training providers to all pupils in years 8 to 11 (see more detail in section 2.1 below).

### **Pupil Entitlement**

All pupils in Years 8-11 are entitled:

- To find out about technical education qualifications and apprenticeship 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, group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses

### **The encounters schools must offer to all pupils in years 8 to 11**

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

## Management of Provider Access Requests

### Procedure

A provider wishing to request access should contact: Miss Amie Barker, Assistant Headteacher

Telephone: 01508 520359

Email: [abarker@hobart.org.uk](mailto:abarker@hobart.org.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 pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Community – jobs with responsibility  Use of assemblies if appropriate	Community – jobs with responsibility  Use of assemblies if appropriate	Community – jobs with responsibility  Use of assemblies if appropriate
Year 9	Meetings with careers professionals/industry talks  <b>PHSE Units:</b> <ul style="list-style-type: none"> <li>- What jobs and careers are there?</li> <li>- Qualifications</li> <li>- Options and Choices: reflection on own skills</li> </ul>	Meetings with careers professionals/industry talks  KS4 options event/ evening to support students in selecting GCSE options subjects	Meetings with careers professionals/industry talks
Year 10	Life Skills: Work Experience preparation sessions  Year 10 GCSE Information Evening  Assembly and tutor group opportunities  Careers Workshops/ Meetings with careers professionals	Life Skills: Work Experience preparation sessions  Assembly and tutor group opportunities  Careers Workshops/Meetings with careers professionals  Skills and Careers Festival trip	Life Skills: Work Experience  Technical/vocational tasters at local colleges/training providers  PSHE: Money & Finance

	PSHE: Money & Finance	PSHE: Money & Finance 1:1 Meetings with careers advisor RE: Work Experience  Duke of Edinburgh bronze; to develop team work, resilience and community service	
Year 11	<p>Post-16 Provider Open evening event/careers fair at Hobart to include a presentation on Post 16 pathways</p> <p>Post-16 provider open days/open evenings</p> <p>Mock Interview day preparation:</p> <ul style="list-style-type: none"> <li>▪ Writing a CV</li> <li>▪ Writing a Cover letter</li> <li>▪ Interview Skills</li> </ul> <p>1:1 Meeting with careers advisor</p> <p>Post 16 applications</p>	<p>Mock Exam Day- Brown Envelope day to support students in making post-16 choices</p> <p>Post-16 provider open days/evenings</p> <p>Post-16 provider taster days/events</p> <p>1:1 Meeting with Careers advisor</p> <p>Apprenticeships- Information &amp; support with applications</p> <p>Post-16 applications</p> <p>Post-16 Interviews</p>	<p>Confirmation of Post 16 education destinations for all pupils</p> <p>Post-16 applications</p> <p>Post-16 Interviews</p> <p>Meetings with Careers Advisor</p>

Please speak to our Careers Leader, Miss Amie Barker to identify the most suitable opportunity for your child.

### **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 audio visual and other specialist equipment to support provider presentations. Support required will be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the careers resource centre within the library, which is managed by the school librarian. The resource centre is available to all students at lunch / break times and after school.

## **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.

## **Previous providers**

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

- Notre Dame Sixth Form College
- East Norfolk Sixth Form College
- Lowestoft Sixth Form College
- East Coast College
- Easton and Otley College
- Langley Sixth Form
- Wymondham College
- Wymondham Sixth Form
- City of Norwich School -Sixth Form
- University Technical College
- NHS Apprenticeships /NHS Careers
- Norfolk Apprenticeships

We have had industry talks for our year 9 pupils from the following industries/ providers:

- NHS Therapies (Allied Healthcare professionals)
- NHS Nursing
- Gaming
- Hospitality and Catering
- Construction: Lovell
- Engineering: Lotus Cars
- Media, Energy and Engineering: CHPV Offshore Media
- Agriculture (Farming): Fen Farm Dairy

## **Pupil Destinations**

Last year, our year 11 pupils moved to a range of providers in the local area after school including, but not limited to:

- East Norfolk Sixth Form College
- Lowestoft Sixth Form College
- Notre Dame Sixth Form College
- Wymondham College
- Jane Austin Sixth Form
- Easton and Otley College
- University Technical College
- Norfolk Apprenticeships

## **Complaints**

Any complaints related to a provider access can be raised following the school complaints procedure.