



## **SJWMS Provider Access Policy 2023-24**

Date: September 2023

Review Date: September 2024

Policy for external providers' access to pupils for educational and learning purposes.

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer with regard to technical education or apprenticeships. This complies with the school's legal obligations under Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.

### **Student entitlement**

Students in years 7-13 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.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through assemblies, Google Classroom posts, career talks and career events.
- understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### **a) Procedure**

Any provider or employer wishing to request access should contact the Careers Co-ordinator at the school.

Name: Miss S Halls

Email: [shona.halls@sjwms.org.uk](mailto:shona.halls@sjwms.org.uk)

Telephone: 01634 844008

Address: Maidstone Road, Rochester, Kent, ME1 3EL

## **b) Opportunities for access**

A number of events are integrated into the school careers programme (e.g. MidKent College talk to Year 11 students) which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning.

Providers wishing to speak to whole cohorts are typically granted access between 8:15 am to 9:00 am. Providers wishing to access specific groups of students (e.g. students interested in apprenticeships in X as a Post-16 or Post-18 option) can be granted access at alternative times throughout the school day (e.g. during registration or lunchtime), which need to be agreed upon with Miss Halls.

Access to students and/or parents will be granted on the understanding that information and guidance offered by providers are related to technical courses and apprenticeship opportunities only. Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy Statement accessible on the school website.

In order to meet the updated provider access legislation specifying that schools must provide at least six encounters for all their students during school years 8- 13:

### Year 8 or 9:

The updated legislation (January 2023) states that there must be *two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend*. These encounters need to occur between 1st September in Year 8 and 28th February in Year 9. Encounters in KS3 include:

- Year 7 STEM Event
- Year 8 MidKent College Extended Tutorial
- Pop-up author visitor
- Unifrog webinars (e.g. *how to choose the best GCSEs*)

### Year 10 or 11

The updated legislation states that there must be *two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend*. These encounters need to occur between 1st September in Year 10 and 28th February in Year 11. Encounters in KS4 include:

- Year 10 Work Experience
- Year 11 Mid Kent College Assembly
- Unifrog webinars (e.g. *CV and cover letter writing masterclass, how to find your perfect apprenticeship, performing well during interviews and video interviews*)

### Year 12 or 13:

The updated legislation states that there must be *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*. These encounters need to occur between 1st September in Year 12 and 28th February in Year 13. Encounters in KS5 include:

- Allied Health Talks
- UEA personal statement workshop

- Year 12 Career Workshops
- UK University and Apprenticeship Fair
- Unifrog webinars (e.g. *how to find your perfect UK university course, personal statement writing, not sure what to do after Year 13?*)

Career-related webinars and insight events are also advertised on Google Classroom to all appropriate year groups, which students can attend on an optional basis.

#### How we use Unifrog to help meet PAL requirements:

Students can take personality, work environment and interest quizzes which open their eyes to the full range of Post-16 and Post-18 opportunities.

Then, using Unifrog's Know-how library and Careers library, students can find information on non-academic pathways - like apprenticeships and vocational training at Further Education colleges. There's also information on work placements and gap years. The information is brought to life by videos, and there's also lots of LMI.

Next, students can compare all their options on Unifrog, because the platform has the UK's biggest database of Post-16 and Post-18 opportunities is the biggest in the UK.

Once students have some idea of what options they are interested in, they can have their burning questions answered by experts because Unifrog hosts webinars to advise students on things like applying for colleges and apprenticeships, perfecting their CVs, and doing well in interviews.

After students have logged an interaction, it will appear within Charts (on the teacher side of Unifrog), which are interactive visual representations of everything that's happened on Unifrog. Staff can then filter by things like year group and students' characteristics, to keep on top of what interactions different sorts of students have had.

#### **c) Refusal of access**

We appreciate external providers approach to informing pupils of opportunities, however, requests for access can be refused by the academy or linked staff within the Trust on the following grounds:

- The need is being met elsewhere in the careers programme
- Safeguarding reasons
- Imbalanced or conflicting views
- Not considered to be in the best interest of the pupils or is not relevant to the intended audience
- Timing conflicts with other events

#### **d) Premises and facilities**

Access to appropriate rooms and resources required will be discussed and agreed upon in advance of the visit.

Providers are welcome to provide relevant brochures and other printed material specifically related to technical courses and apprenticeships; these will be made available to students in the Careers section of the school library and the careers office.