



# WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

<b>Title</b>	Provider Access Policy
<b>Year</b>	2023/24
<b>Author</b>	Jenn Watts
<b>Governor Link</b>	Chair of Governors
<b>Date approved by Principal</b> as agreed by FBG	
<b>Review Date</b>	May 2024

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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 learners 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 learners 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 learners 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 learners.

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 learners in years 8 to 13

Schools must offer:

- 2 encounters for learners during the 'first key phase' (year 8 or 9)
  - All learners must attend
  - Encounters can take place any time during year 8, and between 1<sup>st</sup> September and 28<sup>th</sup> February during year 9
- 2 encounters for learners during the 'second key phase' (year 10 or 11)
  - All learners must attend
  - Encounters can take place any time during year 10, and between 1<sup>st</sup> September and 28<sup>th</sup> February during year 11
- 2 encounters for learners during the 'third key phase' (year 12 or 13)
  - Learners can choose to attend
  - Encounters can take place any time during year 12, and between 1<sup>st</sup> September and 28<sup>th</sup> February during year 13

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 learners.

The above will be facilitated by communication between the WPS Careers team and the Provider.

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all learners.

1 encounter is defined as 1 meeting/session between learners and 1 provider.

Encounters will be planned with the following aims in mind ;-

- Consideration of the intended audience including year specific needs for support, unconscious bias and previous life experiences
- The selection of aims which are based on the needs of learners
- The intended outcome of the encounter
- That providers, learners, parents and staff are sufficiently prepared before the encounter occurs
- That encounters involve two-way communication between provider and learners
- That learners have adequate question opportunities and time for reflection
- That the activity is recorded on Compass+
- That there is opportunity from provider, staff and learner feedback.

Meaningful live online engagement is also an option at our school.

## **3. Learner entitlement**

All learners in years 8 to 13 at WPS 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**

An intended provider will need to communicate the following contact details:

- Name of Provider
- Nature of business of provider
- Key contact details e.g. phone and email
- Details of previous involvement in a school's CEIAG programme, (if applicable.)

A provider wishing to request access should contact Sarah MacDougall, Careers Officer.

Telephone: 01604 931139

Email: s.macdougall@woottonparkschool.org.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 learners and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	PSHE/ CREATE Extra-curricular opportunities – NSPCC Business Initiative	PSHE/ CREATE NAW/NCW week including subject specific information	PSHE/ CREATE
YEAR 8	PSHE/ CREATE Y8 Faraday STEM Programme	PSHE/ CREATE Careers Fair NAW/NCW week including subject specific information	PSHE/ CREATE STEAM Northants
YEAR 9	Assembly and tutor group opportunities - employability skills PSHE/ CREATE	Y9 Options Evening NAW / NCW week including subject specific employer visits Career drop-down day, apprenticeship / HE providers and Employer talks including: UON, Starting Off, Moulton College Careers Fair PSHE/ CREATE	PSHE/ CREATE IDEK Show – UON
YEAR 10	Life Skills – work experience preparation sessions Assembly and tutor group opportunities - employability skills	Career drop-down day Employer talks with Workpays, NHS, Northamptonshire Police Northampton College Careers Fair	Work experience preparation sessions Work experience 1st–5 <sup>th</sup> July 2023 Careers week with employer visits Meetings with careers advisor
YEAR 11	Meetings with careers adviser Mock Interviews Post-16 applications Sixth Form Taster Day with guests including Workpays, Moulton and Northampton College	Post-16 interviews Apprenticeships – support with applications Careers Fair National Careers Week – March National Apprenticeship Week - February	Confirmation of post-16 education and training destinations for all learners
YEAR 12	Post-18 assembly – apprenticeships Personal Development Sessions Subject specific career talks with employers	Small group sessions: future education, training and employment options Meetings with careers adviser Careers Fair National Careers Week – March National Apprenticeship Week – February University & Apprenticeship Fair – Leicester Oxbridge Assembly	Work experience preparation sessions Work experience 1st – 5 <sup>th</sup> July 2023 Careers week with employer / apprenticeship visits

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	PSHE/ CREATE Extra-curricular opportunities – NSPCC Business Initiative	PSHE/ CREATE NAW/NCW week including subject specific information	PSHE/ CREATE
YEAR 13	Aspire Higher – Degree Apprenticeships Assembly West Northamptonshire Council Workshops	Meetings with careers adviser Aspire Higher workshops Careers Fair	Confirmation of post-18 education and training destinations for all learners

Please speak to Sarah MacDougall to identify the most suitable opportunity for you.

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

#### 4.3 Granting and refusing access

Providers will be offered opportunities to visit school as much as is feasibly possible unless:-

- School events preclude a visit
- The nature of business of the provider does not fit the intended CEIAG learning aim
- There is a conflict of interest between the aims of the school and the provider
- Any other reason as identified by the Principal.

#### 4.4 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.

#### 4.5 Premises and facilities

In planning for any provider visit and learner encounter a full list of WPS' facilities will be offered to allow the quality of learner experience to be maximised. Facilities include

- Main Hall, classrooms, playground and other outside spaces, IT equipment, specialist rooms including music, art and IT.
- The use of school facilities will be organised in advance of any provider visit by the Careers Officer
- Providers may leave information for placing in the Careers library or for distribution to learners via the Careers Officer.
- Any booked visit may be changed at late notice due to unexpected school events or public health incident, eg Covid.

#### 5. Previous providers

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

NHS

University of Northampton

Northampton Town Football Club

The Good Loaf  
Cosworth  
Workpays  
Royal Navy  
Moulton College  
Northampton College  
Steadfast Training  
Starting Off  
My Great First Job- Aspire Higher  
West Northamptonshire Council  
Trinity College  
Royal and Derngate  
F1 Mercedes, Aston Martin & HiTec Teams  
Handelsbanken  
Northampton Diocese  
Lloyds Bank  
GXO  
DSV  
ACS Staffing  
M4 Specialist  
GB Railfreight  
Unilever  
The Copper Kitchen  
NHS Northampton Hospital

## 6. Learner destinations

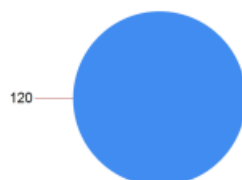
Last year, our Year 11 learners moved to a range of providers in the local area after school:

### Year 11 Activity Survey Analysis

#### Wootton Park School

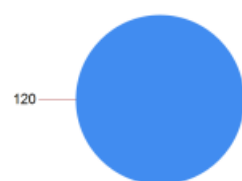
##### Meeting the Duty to Participate

	No. of Clients	%
Meeting the Duty to Participate	120	100.0%
Total	120	



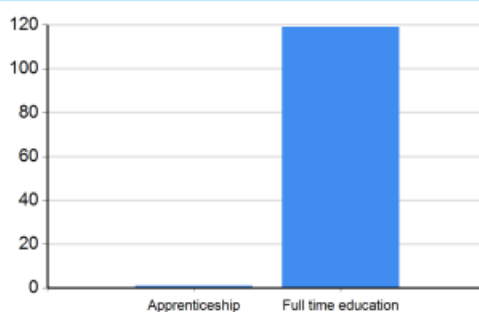
##### NEET Outcomes

	No. of Clients	%
EET	120	100.0%
Total	120	



##### DfE Destination Groups

	No. of Clients	%
Apprenticeship	1	0.8%
Full time education	119	99.2%
Total	120	



##### List of Destinations

	No. of Clients	%
2.01 School Sixth Form	77	64.2%
2.03 Further Education	42	35.0%
3.07 Apprenticeships	1	0.8%
Total	120	

##### Of those remaining in Sixth Form...

	No. of Clients	%
...remains in own sixth form	67	87.0%
...chose to attend a different school	10	13.0%
Total	77	

The above information has been compiled by Prospects Services on behalf of... Information required to create this report has been gathered from a number of sources. Prospects Services can accept no responsibility for any interpretation or action based on the information.

Destinations of Year 13 learners

➤ To be updated in Aug 2024.

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure 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 guidance policy](#)
- [Curriculum policy](#)
- [Complaints policy](#)

#### 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to learners are monitored by Jennifer Watts, Assistant Principal

This policy will be reviewed by Jennifer Watts, Assistant Principal, May 2024.

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