



# THE BROMFORDS SCHOOL

## Provider Access Policy

<b>Compiled by:</b> K. Lynch	<b>Issue:</b> 2
<b>Approved by:</b> T Parfett, Chair, LGB <b>Date:</b> July 2023	<b>Review Date:</b> July 2024

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>2</b>
<b>1.1 EXTERNAL PROVIDERS - BAKER CLAUSE POLICY STATEMENT .....</b>	<b>2</b>
<b>2. STUDENT ENTITLEMENT.....</b>	<b>2</b>
<b>3. MANAGEMENT OF PROVIDER ACCESS REQUESTS .....</b>	<b>3</b>
<b>3.1. PROCEDURE .....</b>	<b>3</b>
<b>3.2. OPPORTUNITIES FOR ACCESS .....</b>	<b>3</b>
<b>4. PREMISES AND FACILITIES .....</b>	<b>4</b>
<b>5. PROVIDER ACCESS POLICY STATEMENT .....</b>	<b>4</b>
<b>5.1. RATIONALE .....</b>	<b>4</b>
<b>5.2. COMMITMENT.....</b>	<b>5</b>
<b>5.3 AIMS .....</b>	<b>5</b>
<b>5.4. STUDENT ENTITLEMENT .....</b>	<b>5</b>
<b>5.4.1. STATUTORY ENTITLEMENT .....</b>	<b>6</b>
<b>5.5. DEVELOPMENT .....</b>	<b>6</b>
<b>5.6. LINKS WITH OTHER POLICIES.....</b>	<b>6</b>
<b>5.7. EQUALITY AND DIVERSITY .....</b>	<b>6</b>
<b>5.8. REQUEST FOR ACCESS .....</b>	<b>7</b>
<b>5.9. GROUNDS FOR GRANTING REQUESTS FOR ACCESS .....</b>	<b>7</b>
<b>5.10. DETAILS OF PREMISES OR FACILITIES TO BE PROVIDED TO A PERSON WHO IS GIVEN ACCESS.....</b>	<b>7</b>
<b>5.11. LIVE/VIRTUAL ENCOUNTERS.....</b>	<b>7</b>
<b>5.12. PARENTS AND CARERS .....</b>	<b>7</b>
<b>5.13. MANAGEMENT.....</b>	<b>7</b>
<b>5.14. COMPLAINT'S PROCEDURE.....</b>	<b>7</b>
<b>6. MONITORING REVIEW AND EVALUATION .....</b>	<b>8</b>
<b>7. APPENDIX .....</b>	<b>8</b>
<b>7.1 PROVIDERS WHO HAVE BEEN INVITED INTO INCLUDE: .....</b>	<b>8</b>
<b>7.2 DESTINATIONS OF PREVIOUS PUPILS INCLUDE: .....</b>	<b>8</b>

## **Introduction**

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

### **1.1 External providers - Baker Clause Policy Statement**

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. We are happy to consider requests from training, apprenticeship and vocational education providers to speak to students.

The Bromfords School also proactively seeks to build relationships with these partners as we plan our Careers Education, Information, Advice and Guidance (CEIAG) programme activity throughout the school year to ensure that providers have multiple opportunities to speak to students and their parents across years 7-13. The purpose of these relationships are to offer information on vocational, technical and apprenticeship qualifications and pathways. The Bromfords School ensures that staff involved in personnel guidance and pastoral support are up to date on their knowledge of these post 16 and post 18 pathways, through a programme of Continuing Professional Development.

Opportunities for providers to speak with students may include school assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to-one basis supporting GCSE, post 16 or post 18 option choices. The Bromfords School's CEIAG programme is monitored for quality and impact by the Careers Lead and Senior Leadership Team, monitoring of access to and opportunities to engage with, technical, vocational and training providers will form part of this process.

## **2. Student entitlement**

Students in years 7-13 are entitled:

- To 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

### 3. Management of Provider Access Requests

#### 3.1. Procedure

A provider wishing to request access should contact, **Miss K. Lynch** – Whole School Careers Lead

Telephone: **01268 471201** Email: [careers@bromfords.essex.sch.uk](mailto:careers@bromfords.essex.sch.uk)

All requests will be considered on the basis of; staffing availability to support the activity, clashes with other planned activity, trips or visits to the school, interruption to preparation for examinations or rooming and space availability to host the activity.

#### 3.2. 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:

Year Group	Autumn Term	Spring Term	Summer Terms
<b>Year 7</b>		Assemblies and tutor group opportunities	Assemblies and tutor group opportunities
<b>Year 8</b>	Assemblies and tutor group opportunities	Life Skills - Assemblies and tutor group opportunities KS4 Curriculum Pathways Higher education day	Assemblies and tutor group opportunities
<b>Year 9</b>	Assemblies and tutor group opportunities	Assemblies and tutor group opportunities	Life Skills - Assemblies and tutor group opportunities
<b>Year 10</b>	Life Skills - Assemblies and tutor group opportunities Expectations evening	Assemblies and tutor group opportunities Life Skills – work experience preparation sessions	Life Skills - Assemblies and tutor group opportunities Employer opportunity
<b>Year 11</b>	Assemblies and tutor group opportunities Expectations Evening Raising achievement evening Careers Interviews Workplace opportunity Event for University Technical Colleges Post-16 evening Post-16 taster sessions	Life Skills - Assemblies and tutor group opportunities Post-16 interviews Apprenticeships – support with applications Raising achievement evening	Assemblies and tutor group opportunities
<b>Year 12</b>	Life Skills - Assemblies and tutor group opportunities Expectations Evening	Life Skills - Assemblies and tutor group opportunities Small group sessions: future education, training and employment options	Life Skills - Assemblies and tutor group opportunities Workplace opportunity Higher Education Fair Next Steps events UCAS Evening Workshops – HE and

			higher apprenticeship applications
<b>Year 13</b>	Life Skills - Assemblies and tutor group opportunities Post-18 assembly - Higher and degree apprenticeship provider Workshops – HE and higher apprenticeship applications	Life Skills - Assemblies and tutor group opportunities Small group sessions: future education, training and employment options	Assemblies and tutor group opportunities Confirmation of post-18 education and training destinations for all pupils

Please speak to our named IAG lead to identify the most suitable opportunity for you or refer to the Careers Learning Journey available on the school website.

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. These can be found on the school website. Education and training providers will be expected to adhere to this policy.

## 4. Premises and Facilities

The school will make the main hall and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the IAG Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception. The careers Resource Centre is available to all students at lunch and break times.

## 5. Provider Access Policy Statement

**(To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)**  
**Ownership: The Bromfords School**

### 5.1. Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

## **5.2. Commitment**

The Bromfords School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The Bromfords School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The Bromfords School endeavors to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

## **5.3 Aims**

The Bromfords School policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

## **5.4. Student Entitlement**

The Bromfords School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school.

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 students 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.

### **5.4.1. Statutory Entitlement**

The 6 encounters schools must offer to all students in Years 8 to 13

Schools must offer:

- 2 encounters for students during the 'first key phase' (Year 8 or 9) All students must attend; Encounters can take place any time during Year 8, and between 1 September and 28 February during Year 9.
- 2 encounters for students during the 'second key phase' (Year 10 or 11) All students must attend; Encounters can take place any time during Year 10, and between 1 September and 28 February during year 11.
- 2 encounters for students during the 'third key phase' (Year 12 or 13) Students can choose to attend; Encounters can take place any time during Year 12, and between 1 September and 28 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 students.

### **5.5. Development**

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (**Daniel Osei-Poku**) based on current good practice guidelines by the Department for Education.

### **5.6. Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

### **5.7. Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The Bromfords School is committed to encouraging all students to make decisions about their future based on impartial information.

### **5.8. Request for access**

Requests for access should be directed to **Miss K. Lynch**, Careers Lead. **Miss. K. Lynch** may be contacted by telephone or email, [Careers@bromfords.essex.sch.uk](mailto:Careers@bromfords.essex.sch.uk) ; Tel **01268 471201**.

### **5.9. Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that The Bromfords School is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with The Bromfords School.

### **5.10. Details of premises or facilities to be provided to a person who is given access**

The Bromfords School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

### **5.11. Live/virtual encounters**

The Bromfords School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

### **5.12. Parents and carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

### **5.13. Management**

The Careers Lead coordinates all provider requests and is responsible to their senior management line manager.

### **5.14. Complaint's procedure**

Any complaints about this policy should be raised to **Miss K. Lynch**, email: [Careers@bromfords.essex.sch.uk](mailto:Careers@bromfords.essex.sch.uk) Miss K. Lynch will raise the complaint to Jochen Tree, Head of The Bromfords School.

Any complaints related to provider access can be raised following the school's complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).

## **6. Monitoring review and evaluation**

The school's arrangements for managing the access of education and training providers to students are monitored by Miss K. Lynch.

The Policy is monitored and evaluated annually via the Senior Leadership Team and the Whole School Careers Lead. At every review, the policy will be approved by the governing board.

## **7. Appendix**

### **7.1 Providers who have been invited into include:**

South Essex College  
SEEVIC  
HSBC  
NHS  
Essex Police  
JET Hair Academy  
UCFB  
Essex County Council

### **7.2 Destinations of previous pupils include:**

South Essex College  
USP College  
Chelmsford College  
The Bromfords School  
The Billericay School  
Writtle College  
Southend College  
CCCU  
ARU  
Reading University  
Southampton University  
Loughborough University