

St Martins School



Careers at
St Martins School

Education and Training Provider Access Policy Statement

Vision Statement.

Approved:

www.318education.co.uk



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Introduction

High quality careers education and guidance in schools and colleges 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 young people 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.

The 3-18 Education Trust (Trust) is committed to ensuring there is an opportunity for a full range of education and training providers (providers) to access pupils. The Trust is fully aware of the responsibility to set its pupils 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. This means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The Trust endeavours 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).

This Policy Statement aims to set out the St Martins School's arrangements for managing the access of providers to pupils for the purpose of giving them information about their offer. It covers:

- Procedures in relation to requests for access.
- Reasons for granting and refusing requests for access.
- Details of premises and facilities to be available to the provider who is given access.

Pupil Entitlement

Statutory Requirement

The St Martins School fully supports the statutory requirement for pupils to have direct access to other providers of further education, technical training and apprenticeships. All pupils in years 8 to 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.
- Hear from a range of providers about the opportunities they offer, including technical education and apprenticeships (for example through options events, assemblies and group discussions and taster events).
- Understand how to make applications for the full range of academic and technical courses.

To comply with the statutory requirement the St Martins School offers:

- A minimum 2 provider encounters for pupils during the 'first key phase' (year 8 or 9) which 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) which all pupils must attend. Encounters can take place any time during year 10, and between 1 September and 28 February during year 11.
- 2 encounters for pupils during the 'third key phase' (year 12 or 13) which pupils can choose to attend. Encounters can take place any time during year 12, and between 1 September and 28 February during year 13.

One encounter is defined as one meeting/session between pupils and one provider.

These are the minimum requirements, and the St Martins School offers a comprehensive Careers, Education, Information, Advice and Guidance (CEIAG) programme. An overview of the programme can be found in this Policy Statement.

All provider encounters will happen for a reasonable period of time during the standard school day. The St Martins School provides complementary experiences but encounters outside of school hours will not count towards the minimum requirements.

The St Martins School asks each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer.
- Information about the careers those qualifications and apprenticeships can lead to.
- A description of what learning or training with the provider is like
- Answers to any questions from pupils about the provider, approved technical education qualifications or apprenticeships.

Meaningful Provider Encounters

The St Martins School is committed to providing meaningful encounters to all pupils. A 'meaningful' encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.

The St Martins School is committed to providing meaningful encounters to all pupils using the Careers and Enterprise Company [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and the St Martins School is open to providers that are able to provide live online engagement with pupils.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact the member of staff listed below who is responsible for managing access opportunities to identify the most suitable opportunity.

Hannah Weaver, Assistant Head.

Telephone: 01691 776500

Email: Hannah.weaver@stm.318education.co.uk

Opportunities for Access

The School offers the six statutory provider encounters (marked in bold text) and a number of additional events, integrated into the School's CEIAG programme. The programme offers providers the opportunity to come into school to speak to pupils and/or their parents/carers:

	1	2	3
YEAR 8/9	School Careers Fair involving several providers of apprenticeships and tech/voc options	SP Energy inspirational talk about apprenticeship pathway to success	Royal Navy careers talk including apprenticeship information .
YEAR 10/11	Workpays/Ask apprenticeship presentation	Shrewsbury Town presentation about vocational courses and apprenticeships.	School Careers Fair involving several providers of apprenticeships and tech/voc options

Granting and Refusing Provider Access

The St Martins School will attempt to grant as many providers access to pupils as reasonably possible within the CEIAG Programme. This includes timetables careers lessons, assemblies and careers events. However, the School may refuse providers access on the grounds that another provider, with good links to the School, and most appropriate, based on pupil destinations, has already been invited in to talk about a specific type of qualification or option. It may be felt that to invite a similar provider, is a duplication of information of the courses and qualification options already available.

Pupils are encouraged to look at providers in many ways, for example careers fairs, college open evenings, taster events, and prospectuses.

Providers who are refused access are invited to leave copies of their prospectus or other relevant course literature with the School, so that they can be displayed in the Careers Section of the School Library.

Safeguarding

The St Martins School's Safeguarding and 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.

Premises and Facilities

The St Martins School makes suitable space available for discussions between the provider and pupils, as appropriate to the activity. The School also makes available ICT and other equipment it has, to support provider presentations. This is discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are able to leave prospectuses with School staff to be handed out to pupils and/or parents/carers.

Previous Providers

In previous years the St Martins School has invited the following providers from the local area to speak to pupils:

Aico
Natures Safe
SP Energy
NSC
Coleg Cambria
Work Pays/Ask
Robert Jones and Agnes Hunt Hospital Trust
Thomas Adams
Moreton Hall

Pupil Destinations

Last year, the St Martins School's year 11 pupils moved to range of providers in the local area after school:

The link to this data on our website is [here](#)

Complaints

Any complaints related to provider access can be raised following the Trust's Complaints Procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Policy Statement Monitoring and Review

Monitoring

The Deputy Chief Executive Officer, in consultation with the Headteacher and Career Leader, will monitor the outcomes and impact of this policy statement on an annual basis.

Review

Member of Staff Responsible	Deputy Chief Executive Officer
Relevant Guidance/Advice/Legal Reference	Section 42B of the Education Act 1997 Section 72 of the Education and Skills Act 2008 Careers guidance and access for education and training providers. January 2023
Policy Adopted By	Trust Board
Date of Policy	Spring Term 2024
Review Period	Annually
Date of Next Review	Spring Term 2025