

## Queen Elizabeth's School: Provider Access Statement. September 2024

### Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purposes 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

### Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in year 8 to 13 for 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 pupils in year 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 and training providers](#).

This policy shows how our school complies with these requirements.

### 2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

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 1st September and 28th 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 8, and between 1st September and 28th February during year 11

- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
  - ❖ Pupils can choose to attend
  - ❖ Encounters can take place any time during year 12, and between 1st September and 28th 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 pupils

We will ensure that all providers are briefed prior to delivering a talk so they understand the above requirements and have the opportunity to ask any questions that they may have prior to their visit.

## **2.2 Meaningful provider encounters**

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

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagements with our pupils.

## **3. Student entitlement**

All students in years 9 to 13 at Queen Elizabeth's School 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 options events, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Hayley Jones, Careers, Advice & Guidance Manager Tel: 01202 790718 Email: Hjones@queenelizabeths.com.

### 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 students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 9	Assembly, Careers & Apprenticeship Fair and tutor group opportunities	Key Stage 4 options	<b>No encounters - encounters must have been taken place by 28th Feb.</b>
Year 10	Assembly, Careers & Apprenticeship Fair and tutor group opportunities	Assembly and tutor group opportunities  Speed Networking	Assembly and tutor group opportunities  Experience of a workplace day  College visit
Year 11	Assembly, Careers & Apprenticeship Fair and tutor group opportunities	Assembly and tutor group opportunities  Post 16 options & Destinations	<b>No encounters - encounters must have been taken place by 28th Feb.</b>  Confirmation of post-16 education and training destinations for all pupils
Year 12	Assembly, Careers & Apprenticeship Fair and tutor group opportunities	Assembly and tutor group opportunities  Speed Networking	Assembly and tutor group opportunities  HE and Higher Apprenticeship launch
Year 13	Assembly, Careers &	Assembly and tutor	<b>No encounters -</b>

	Apprenticeship Fair and tutor group opportunities	group opportunities	<p><b>encounters must have been taken place by 28th Feb.</b></p> <p>Confirmation of post-18 education and training destinations for all pupils</p>
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Please note that dates and activities may vary so please do speak to our Careers Leader, Hayley Jones to identify the most suitable opportunity for you.

**4.3 Granting and refusing access**

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments.
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met.
- Students are available to attend, depending on the dates requested and curriculum considerations.
- Providers offer impartial, unbiased and high quality content, meeting equal opportunity requirements.
- Providers are GDPR compliant.

**4.4 Safeguarding**

Queen Elizabeth’s School is committed to keeping children safe and our 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, which can be found on our school website.

**4.5 Premises and facilities:**

The school will make the main hall, classrooms or meeting rooms available for discussions between the provider, pupils, as appropriate to the activity and availability. The school will also make available AV and other specialist equipment to support the provider presentations where required. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Department for students to access during their break and lunch times.

## 5. Previous providers

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

AECC, ASK Apprenticeship, Atlas Elektronik, AUB, Bath Spa Uni, BAE Systems, BAMB, Barratt Homes, BCP Council Apprenticeships, BH Area Hospitality Association, BH Live, Bournemouth & Poole College, British Army, Brockenhurst College, Cardiff Met Uni, Cardiff University, Caterpillar Marine Power, Close Brothers Asset Management, Dorset County Council Apprenticeships, Dorset Police, Douch Funeral Directors, DWM Architects, EATON, England & Company, Falmouth University, Forvis Mazars, Hoare Lea, Hobbycraft, JP Morgan, Kingston Maurward College, Land & Wave, Lynwood Vet Nursing, Moorlands College, Mploy Healthcare, MY TIME young carers, National Trust, NHS, Oxford Brookes University, PKF Francis Clark, Premier Education, RAF, Rockley Watersports, Royal Agricultural University, Royal Navy, Rubicon People Partnership, Salisbury 6th Form College, Savills,, Southampton Solent University, Steele Raymond LLP Solicitors, Superior Seals, Talk Think Do, Topps Day Nursery, Ultra, UCFB, Uni of Bath, Uni of Exeter, Uni of Plymouth, Uni of Portsmouth, Uni of South Wales, Uni of Southampton, Uni of Winchester, Wessex Water, Yunex Traffic.

## 6. Destinations of our pupils

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

49% School sixth form  
37% Further Education College  
7% Apprenticeships

Last year our year 13 pupils moved to a range of providers in the local area after school

63% University  
1.5% Foundation year  
9.5% Apprenticeships  
5% Direct Employment  
20% GAP Year

## 7. Complaints

Any complaints with regards to provider access will be dealt with under the [school's complaints and concerns policy](#) or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Link 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 students are monitored by Hayley Jones, Careers Advice & Guidance Manager.

This policy will be reviewed by The Director of School Improvement, Brian Boyes annually.

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