

Introduction

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

Pupil entitlement

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;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses. For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils

Procedure

A provider wishing to request access should contact Heidi Judd, Assistant Headteacher and Careers Leader via email. (h.judd@westgate.hants.sch.uk)

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Current Programme for PAL delivery, in addition to our School Careers Programme:

Year	Autumn	Spring	Summer
8		National Apprenticeship Week - encounters with a range of employers and Independent Training Providers. Assembly from ASK.	
9		National Apprenticeship Week - encounters with a range of employers and Independent Training Providers. Assembly from ASK.	Visit to Sparshalt College
10	Assembly from local college re T-levels	National Apprenticeship Week - encounters with a range of employers and Independent Training Providers. Assembly from ASK. Practice interviews with employers	Visit to Peter Symonds College Visit to University of Winchester
11	Assemblies from all of the local colleges	Post-16 interviews	N/a

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. 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 at the Careers Resource Centre in the LRC, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.