



Provider Access Policy and Procedure

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Section 1 – Aims of the Policy

The aims of the HWHS Provider Access policy are to:

- Set out HWHS arrangements for managing the access of education and training providers to students for the purpose of sharing information about their educational and training offer.
- Set out HWHS procedures in relation to requests for such access
- Identify the grounds for granting and refusing such requests for such access
- Define the details of premises or facilities to be given to a person who is granted access

Section 2 – Statutory Requirements

The following are statutory requirements (outlined in section 42B of the Education Act 1997):

- 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 purpose of informing them about approved technical education, qualifications or apprenticeships.
- 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 policy shows how HWHS complies with the statutory requirements above.

Section 3 – Student Entitlement

HWHS is fully committed to providing high quality careers education, information, advice and guidance to all students. CEIAG is accorded a high priority in effectively preparing students for the opportunities and challenges of adult working life and is seen as playing an instrumental role in motivating our students to maximise their academic and personal achievement.

There is in place a robust programme of careers education and access to providers for all students in Years 7 to 11, such that all students will leave our school with the skills and knowledge required to support their entry into further and higher education, traineeship or employment. Students' families are integral to this and are supported and encouraged to be so through access to information and events throughout the year. Parents and carers are encouraged to read the CEIAG programme of study that is in place (see below) and to feedback their views.

All students are entitled to take part in a careers education, information, advice and guidance (CEIAG) programme that:

- Provides access for range of local providers to attend student development days where they can share information about the opportunities they offer, including apprenticeships and traineeships, further and higher qualifications, other training and technical qualifications
- Aims to inspire, as well as inform and guide students
- Is developed around the student and their needs
- Is integrated into the students' experience of the whole curriculum
- Encourages all students to consider possible career choices throughout key stage 3 and 4
- Encourages all students to develop skills that make them 'work ready', such as presentation, communication, decision making and entrepreneurial skills
- Provides each student with high quality, impartial advice
- Raises aspirations and promotes equality and diversity
- Provides support and advice about completing application forms and creating a CV

HWHS CEIAG Programme of Study

Our careers education programme is primarily managed through our Student Development Days, of which there are five throughout the year. On these days, the normal timetable for all students is suspended and themes in connection to CEIAG and work-related learning are explored.

In addition to the Student Development Days, our enrichment programme provides a good number of student opportunities to engage with motivational speakers and with providers from uniformed services, as well as to engage in widening participation events, including university campus visits and taster days, university summer school, investigation days and many more. These are largely provided through the organisations Manchester Higher and NCOP, whose aim is to help young people to decide whether the higher education route to a career is suitable for them.

Section 4 – Management of Provider Access Requests

4.1. Procedure

HWHS welcomes a wide range of providers to support the CEIAG provision for all students. There are established events throughout the school year, tailored to meet the needs of differing year groups and cohorts. We are keen to work with existing and new external providers to continuously develop inventive and motivating learning experiences.

Any providers wishing to request access should contact:

NAME: Paul Furey

TELEPHONE NUMBER: 0161 797 6543

E-MAIL ADDRESS: p.furey@hazelwoodhigh.co.uk

4.2. Opportunities for access

HWHS career programme summarised below for identification of opportunities to access.

Year 7

During half term 5, students are introduced to the world of work. The focus is on the different types and patterns of work, including employment, self-employment and voluntary work and that everyone has a different pathway through life, education and work.

They will also focus on the benefits of setting ambitious goals and being open to opportunities in all aspects of life.

Year 8

During half term 4, students start to explore in more detail the world of work and will focus on the skills and qualities required to engage in enterprise. They will also develop the skills to recognise and challenge stereotypes and family or cultural expectations that may limit aspirations. Students will also learn about different work roles and career pathways, including clarifying their own early aspiration.

Year 9

During half term 3, students will learn about the options available to them at the end of key stage 3, sources of information, advice and support, and the skills to manage this decision-making process. They will start to learn about routes into work, training and other vocational and academic opportunities, and progression routes to support their Key Stage 4 option choices.

Year 10

During half term 2, students will build on the work done in year 8, about the need to challenge stereotypes about particular career pathways, maintain high aspirations for their future, embrace new opportunities and to further develop their study and employability skills. They will be supported to develop their career identity, including values in relation to work, and how to maximise their chances when applying for education or employment opportunities. Students will be supported to research, secure and take full advantage of any opportunities for work experience that are available to them.

During half term 6, students will be given details of the information, advice and guidance available to them on next steps and careers and how to access appropriate support and opportunities. Students will be given information about local, national and international labour markets and about employment sectors and types and changing patterns of employment. Students will engage with local post 16 education providers and start to make decisions about their post 16 progression.

Year 11

During half term 1, we will be looking to support students with the application process for post 16 provision making sure that all students are equipped with the information and support they require. Students will be given advice about their on-line profile and how to manage this, as well as looking at discrimination and harassment in the workplace and how to report this. We will look at maintaining confidentiality in the workplace and when it may be appropriate to break this. In conjunction with the pastoral and academic teams, support will be given to students to evaluate their personal strengths and areas for development and set realistic goals.

4.3. Granting and Refusing Access

HWHS will aim to provide access wherever possible. Access to students may be granted or refused based on the following criteria:

- Needs of the students
- Needs of the curriculum
- Timing of the request (not during exams or assessment periods)
- Timing of the school day
- Nature of the request from the provider
- Number of requests received from providers
- Number of requests received from a particular cohort of students
- Quality of previous interactions with our students
- The COVID-19 regulations in place at the time of request

This list is not exhaustive and each access request will be considered individually. The final decision whether to grant or deny access will be made by the Headteacher.

4.4. Safeguarding

The HWHS Safeguarding and Child Protection policies outline the school's procedures for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy and should read it before requesting access. The policy is accessible on the HWHS school website:

www.hazelwoodhigh.co.uk

All education and training providers visiting the school will require DBS certification which should be provided prior to attending the school.

4.5. Premises and Facilities

HWHS can offer the main hall and a range of classrooms for any discussions between providers and students, as appropriate to the planned activities. We can also provide any specialist equipment to support provider presentations and activities if requested in advance. This will be discussed and agreed in advance with the Careers Lead.

Providers are also welcome to leave copies of their prospectus or other relevant course and career literature with the Careers Lead would be able to distribute relevant information to students and place copies in the school hub.

Section 5 – Monitoring Arrangements

HWHS arrangements for managing the access of education and training providers to students is monitored by Paul Greenhalgh and will be reviewed on a regular basis.