

# Careers policy statement on provider access

## Hayes Secondary School: Provider Access Policy

### 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. Further to this, and in accordance with the Schools and post-16 Education Act 2022, we will utilise our 'assembly opportunities' in KS3, in KS4 and KS5 to provide our students six encounters with providers of approved technical education qualifications and apprenticeships.

### Student entitlement

Students in years 8-13 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 apprenticeship providers – through options evenings, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical qualifications.

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). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

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.

Hayes School will utilise assemblies and our super-curricular opportunities to facilitate these provider visits. Previous providers include ASK, Multiverse, a range of private sector speakers who run apprenticeship schemes and Further Education providers who also host apprenticeship schemes and facilitate T-levels.

For details of student destinations and our broader Careers offer, please see our Careers Programme, which is available on our website.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact *Mrs Carole Stewart, Careers Leader*.

Telephone: 020 8462 2767 ext 232; Email: [cds@hayes.bromley.sch.uk](mailto:cds@hayes.bromley.sch.uk).

### Meaningful provider encounters

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 engagement with our pupils.

### Previous providers

In previous terms/years we have invited the following providers from the local area (or national outreach) to speak to our pupils:

- BBC
- London South East Colleges
- London Southbank University
- University of Brighton
- University of Kent
- University of Reading
- London Southbank college
- ASK Apprenticeships
- Multiverse
- NHS
- Bombardier

### Destinations

Last year our year 11 pupils moved to range of providers after school:

Hayes Sixth Form: 68%

Other providers (colleges and training providers): 27.5%

Employment & Apprenticeships: 4.5%

Last year our year 13 pupils moved to range of providers after school:

University: 73%

Apprenticeships: 8%

Employment: 7%

Other (includes deferred University, gap years): 12%

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school (or via virtual platform) and hold a meaningful encounter with pupils and/or their parents. These events continue to be managed and adjusted according to the

restrictions in place due to student timetables and other scheduled super and extra-curricular opportunities.

Please contact our Careers Leader to identify the most suitable opportunity for you.

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	Assembly opportunity	Assembly opportunity  National Careers Week  <b>Super-curricular opportunity for Technical qualification provider and/or Apprenticeship provider.</b>	Assembly opportunity  Students using the UNIFROG programme – exploring their skills and aptitudes.  Hayes Careers Week <i>Date tbc</i>
<b>Year 8</b>	Assembly opportunity	Assembly opportunity  Students using the UNIFROG programme - introduction to Apprenticeships and employability with local knowledge.  National Careers Week	Assembly opportunity  <i>Careers Week Date tbc</i>  <b>Super-curricular opportunity for Technical qualification provider and/or Apprenticeship provider.</b>
<b>Year 9</b>	Assembly opportunity  Career Insight Event days eg NHS Bromley.  Students using the Start programme - introduction to Apprenticeships and employability with local knowledge.  <b>Super-curricular opportunity for Technical qualification provider and/or Apprenticeship provider.</b>	Hayes Careers Week <i>Date tbc</i> Assembly opportunity  KS4 Options Event with parents  Students using the UNIFROG programme - introduction to Apprenticeships and employability with local knowledge.  Assembly opportunity  National Careers Week	Assembly opportunity
<b>Year 10</b>	Assembly opportunity  Students using the UNIFROG programme - introduction to Apprenticeships and	Assembly opportunity  Students continue to the UNIFROG programme - introduction to Apprenticeships	Assembly opportunity  Work shadowing  <b>Super-curricular opportunity for Technical qualification provider</b>

	Autumn Term	Spring Term	Summer Term
	<p>employability with local knowledge.</p> <p>Career Insight Event days eg NHS Bromley.</p> <p>Assembly opportunity</p> <p>Hayes Careers Week <i>Date tbc</i></p>	<p>and employability with local knowledge.</p> <p>Local Careers Fair</p> <p>National Careers Week</p>	<p><b>and/or Apprenticeship provider.</b></p>
<b>Year 11</b>	<p>Assembly opportunity</p> <p>Post 16 Open Evening</p> <p>Work Experience opportunity</p> <p>Skills London (Conference)</p> <p>Assembly opportunity – college / traineeships . apprenticeships</p> <p>Hayes Careers Week</p> <p><b>Super-curricular opportunity for Technical qualification provider and/or Apprenticeship provider.</b><i>tbc</i></p>	<p>Assembly opportunity</p> <p>Post 16 guidance meetings</p> <p>Students using the UNIFROG programme - introduction to Apprenticeships and employability with local knowledge.</p> <p>Work Experience opportunity</p> <p>Local Careers Fair</p> <p>National Careers Week</p>	<p>Assembly opportunity – college / traineeships . apprenticeships</p> <p>Local College events</p> <p>Work Experience opportunity</p>
<b>Year 12</b>	<p>Skills London (Conference)</p> <p>Assembly opportunity</p>	<p>Assembly opportunity</p> <p>Uni Visits</p> <p>Destination Evening for parents and students</p> <p>UCAS Conference</p> <p>UCAS / UNIFROG</p> <p>National Careers Week</p> <p>ACTIVE 6<sup>th</sup> – Life after School studies</p>	<p>Assembly opportunity</p> <p>Work experience</p> <p>Futures Day</p> <p>UCAS / UNIFROG</p> <p>University Visits</p> <p>NCS Step Forward Programme</p> <p><b>Super-curricular opportunity for Technical qualification provider</b></p>

	Autumn Term	Spring Term	Summer Term
			<b>and/or Apprenticeship provider.</b>
<b>Year 13</b>	Uni Visits Skills London (Conference) NCS Step Forward Programme Assembly opportunity ACTIVE 6 <sup>th</sup> – Pathway focus UCAS / UNIFROG	Uni Visits UCAS / UNIFROG NCS Step Forward Programme Interview preparation & CV submission <b>Super-curricular opportunity for Technical qualification provider and/or Apprenticeship provider.</b> Assembly opportunity National Careers Week	Interview preparation & CV submission

In addition to the table above, many subject specific opportunities are delivered through Heads of Department. Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding: <https://imattrust.s3.amazonaws.com/uploads/document/IMAT-Trust-Safeguarding-Policy-2022-23.pdf?t=1668421180?ts=1668421180> sets out the school's (and Trust's) approach to allowing providers into school as visitors to talk to our students.

## Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, 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, which is supervised by the school librarian. The Main School Resource Centre is available to all students at lunch and break times, whilst the Sixth Form Resource Centre is available all day, every day.

## **Complaints:**

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

## **Approval and review**

Approved by Governors at Full Governing Body Meeting (28<sup>th</sup> June 2023)

Next review: Summer Term 2024

Chair of Governors: Mrs Janice Pigott

Principal: Mr Stephen Whittle