

Hospital Education Service



Provider Access Policy (PAL)

Strategy owner	Mr Asif Takolia – Assistant Head Teacher
Responsibility for review	Careers Lead
Approved on	2 nd October 2023
Date of Next Review	8 TH September 2024

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.

Although this policy outlines the entitlement for pupils from year 8 to 13. The Hospital Education Service is designated to work with pupils to year 11 only.

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). 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.

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 to speak to our pupils:

- Warwickshire College Group Incorporating:
 - Royal Leamington Spa College
 - Moreton Morrell College
 - Rugby College
 - Pershore College
 - Warwick Trident College
 - Evesham College
 - Malvern Hills College
- Coventry College
- ASK apprenticeships
- Sidney Stringer 6th Form
- Coventry City Council Apprenticeships Team

Destinations of our pupils

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

- Warwickshire College Group
- University Hospital Coventry and Warwickshire
- Solihull 6th Form College
- King Edward 6th Form College
- Adult Education Service
- West Thames College (London)
- South Regional College (Enniskillen, Northern Ireland)

Management of provider access requests

Procedure

A provider wishing to request access should contact **Asif Takolia**, Assistant Head Teacher, **02476 978796** asif.takolia@coventry.gov.uk

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) 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.

We are happy for providers to speak to us about opportunities throughout the year. Please do not hesitate to contact the Careers Lead listed above if you would like to offer an opportunity to work with our pupils.

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

	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical College	Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	Technical/vocational tasters at local college/s, training providers
Year 9	Meeting with careers adviser	Technical/vocational tasters at local college/s, training providers	No encounters – legislation requires encounters to take place by 28 February if in year 9
Year 10	Post 16 technical education options assembly with General Further Education College Life Skills preparation sessions	Technical/vocational tasters at local college/s, training providers	Event for University Technical College
Year 11	Post 16 provider event. Post 16 apprenticeships assembly Meetings with careers adviser Post 16 applications	Post-16 interviews Post 16 Applications	No encounters – legislation requires encounters to take place by 28 February if in year 11 Confirmation of post-16 education and training destinations for all pupils

Dates are flexible and we are always keen to hear from providers with opportunities for pupils.

Premises and facilities

We will provide for speakers to have access to 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. As a school we use Microsoft Teams with pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Main office. Materials will be made available to all pupils at lunch and break times. Complaints: Any complaints with regards to provider access can be raised following the school complaints procedure.

Approval and review

This policy is delegated to the Careers Lead for approval. It is reviewed by the Head of Service.