

William Brookes School

Education and Training Provider Access Policy Statement

We believe that our young students have amazing potential which can be realised through hard work; great learning and through building relationships with others.



Approved:

www.318education.co.uk

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Introduction

High quality careers education and guidance in schools and colleges is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps young people to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

The 3-18 Education Trust (Trust) is committed to ensuring there is an opportunity for a full range of education and training providers (providers) to access pupils. The Trust is fully aware of the responsibility to set its pupils on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. This means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The Trust endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

This Policy Statement aims to set out the William Brookes School's arrangements for managing the access of providers to pupils for the purpose of giving them information about their offer. It covers:

- Procedures in relation to requests for access.
- Reasons for granting and refusing requests for access.
- Details of premises and facilities to be available to the provider who is given access.

Pupil Entitlement

Statutory Requirement

William Brookes School fully supports the statutory requirement for pupils to have direct access to other providers of further education, technical training and apprenticeships. 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.
- Hear from a range of providers about the opportunities they offer, including technical education and apprenticeships (for example through options events, assemblies and group discussions and taster events).
- Understand how to make applications for the full range of academic and technical courses.

To comply with the statutory requirement William Brookes School offers:

- A minimum 2 provider encounters for pupils during the 'first key phase' (year 8 or 9) which all pupils must attend. Encounters can take place any time during year 8, and between 1 September and 28 February during year 9.

- 2 encounters for pupils during the 'second key phase' (year 10 or 11) which all pupils must attend. Encounters can take place any time during year 10, and between 1 September and 28 February during year 11.
- 2 encounters for pupils during the 'third key phase' (year 12 or 13) which pupils can choose to attend. Encounters can take place any time during year 12, and between 1 September and 28 February during year 13.

One encounter is defined as one meeting/session between pupils and one provider.

These are the minimum requirements, and William Brookes School offers a comprehensive Careers, Education, Information, Advice and Guidance (CEIAG) programme. An overview of the programme can be found in this Policy Statement.

All provider encounters will happen for a reasonable period of time during the standard school day. William Brookes School provides complementary experiences but encounters outside of school hours will not count towards the minimum requirements.

William Brookes School asks each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer.
- Information about the careers those qualifications and apprenticeships can lead to.
- A description of what learning or training with the provider is like
- Answers to any questions from pupils about the provider, approved technical education qualifications or apprenticeships.

Meaningful Provider Encounters

William Brookes School is committed to providing meaningful encounters to all pupils. A 'meaningful' encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.

William Brookes School is committed to providing meaningful encounters to all pupils using the Careers and Enterprise Company [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and William Brookes School is open to providers that are able to provide live online engagement with pupils.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact the member of staff listed below who is responsible for managing access opportunities to identify the most suitable opportunity.

Mr James Boak, Head of Careers

Telephone: 01952 728900

Email: james.boak@wbs.318education.co.uk

Opportunities for Access

The School offers the six statutory provider encounters (marked in bold text) and a number of additional events, integrated into the School's CEIAG programme. The programme offers providers the opportunity to come into school to speak to pupils and/or their parents/carers:

William Brookes School Careers Programme – Years 7 - 9				
<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
7 - inspiration	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5
	February	Year 7 Careers Day	Students will spend a full day off timetable where a range of employers will come in, talk to, and inspire students about careers in their area.	2,3,4,5
8 - Broadening horizons, what routes are open to me?	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5
	Ongoing	PSHE lessons - broadening horizons	A chance for students to start to use our careers platform, Unifrog, and consider the kinds of careers and routes that may inspire them.	2, 3, 4, 8
	March	University visit – Chester	A day trip for the year group to Chester university to get a taste of university life.	3,7
9 - What careers are open to me?	October	Careers Awareness Day and workshops	A day of workshops from employers in a range of different careers, as well as universities and apprenticeship providers. The day culminates in a visit to our Careers Fair. (PAL encounters in workshops from Chester Uni, Telford College, and Department for Work and Pensions)	2,3,4,5,7,8
	Ongoing	PSHE Lessons - post-16 research	Students will use Unifrog to start researching careers and the specific routes that they need to take to get there.	2,3,8

William Brookes School Careers Programme – Year 10				
<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
10 - Inspiration	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with	3,5,7,8

for post-16, and preparation for the real world			students given the chance to browse the stalls and ask questions.	
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5
	Ongoing	Post-16s morning assemblies	A series of assemblies from post-16 providers in the area explaining to students their different options after Year 11. (PAL encounters via assemblies and follow up seminars delivered by Telford College, Shrewsbury College and ASK apprenticeships)	2,3,7
	Autumn term onwards	Work Experience Planning	Students begin the process of sourcing a rewarding work experience placement ready for next year.	2,3,6
	December	Mock Interviews with CVs	All Year 10s will be supported throughout the term in producing their own CV, which they will take to a 10 minute mock job interview with a real-life professional, who will provide feedback afterwards.	2,3,5,8
	March onwards	1:1 Careers interviews begin	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Spring term	PSHE unit - work experience and work skills	Students will be guided through the work experience progress, including how to source a placement, the kind of professional behaviours you need to follow in the world of work, and an introduction to CVs.	3,4

William Brookes School Careers Programme – Year 11

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
11 - Support for applications	September	Work experience week	A full week's placement at an employer, learning about the 'real world' of work.	2,3,6
	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5
	Ongoing	Post-16s morning seminars	Students will opt-in to seminars from local education providers to support them in their applications and choices for their next steps. (PAL encounters via assemblies and follow up seminars delivered by Telford College, Shrewsbury College and ASK apprenticeships)	2,3,7

	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Spring term	PSHE unit - what employers are looking for	A unit of work on how to apply for jobs, including writing a CV, how to conduct yourself at interview, and the chance to carry out a mock interview.	3,4, 8

William Brookes School Careers Programme – Year 13

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
13 - Applications and next steps	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions. (PAL encounter as students engage with apprenticeship providers at this event)	3,5,7,8
	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Ongoing	Careers based work in tutorial time	Regular input in morning briefings and tutor times, guiding students in applying for university, as well as the various other options open to them.	3,8
	Ongoing	Formal Fridays	On the 1st Friday of each month, students wear business wear in to 6th form. This is to prepare them for how to dress professionally in future.	3,4
	Ongoing	World around you Tuesdays	A series of external speakers are invited in to talk to students about their careers and the fields they work in	2,3,4

Granting and Refusing Provider Access

William Brookes School will attempt to grant as many providers access to pupils as reasonably possible within the CEIAG Programme. This includes timetables careers lessons, assemblies and careers events. However, the School may refuse providers access on the grounds that another provider, with good links to the School, and most appropriate, based on pupil destinations, has already been invited in to talk about a specific type of qualification or option. It may be felt that to invite a similar provider, is a duplication of information of the courses and qualification options already available.

Pupils are encouraged to look at providers in many ways, for example careers fairs, college open evenings, taster events, and prospectuses.

Providers who are refused access are invited to leave copies of their prospectus or other relevant course literature with the School, so that they can be displayed in the Careers Section of the School Library.

Safeguarding

William Brookes School's 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.

Premises and Facilities

William Brookes School makes suitable space available for discussions between the provider and pupils, as appropriate to the activity. The School also makes available ICT and other equipment it has, to support provider presentations. This is discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are able to leave prospectuses with School staff to be handed out to pupils and/or parents/carers.

Previous Providers

In previous years William Brookes School has invited the following providers from the local area to speak to pupils:

Telford College
Shrewsbury College
Madeley Academy
Access Sport
Shrewsbury Town Football Club
In-Comm training

Pupil Destinations

Last year, William Brookes School's year 11 pupils moved to range of providers in the local area after school:

Year 11	
In cohort:	158
NEET: 7 potential NEET's (work continued over the summer)	10
Entering school sixth form:	24
Other sixth form or college:	96
Entering a form of employment:	2
Entering apprenticeship or accessing training other than school or college:	12

Last year, William Brookes School's year 13 pupils moved to range of providers in the local area after school:

Year 13	

Apprenticeships	4
Employment	15
UK Higher Education	22
Top third of Institutions	0
Russell Group	4
Oxford/Cambridge	2
Other Higher Education	2
Other Education	1
NEET	0
Activity not captured	0
UCAS Deferred Entry	2
Forces	0
Gap Year	0
Total Students Included	49

Complaints

Any complaints related to provider access can be raised following the Trust's Complaints Procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Policy Statement Monitoring and Review

Monitoring

The Deputy Chief Executive Officer, in consultation with the Headteacher and Career Leader, will monitor the outcomes and impact of this policy statement on an annual basis.

Review

Member of Staff Responsible	Deputy Chief Executive Officer
Relevant Guidance/Advice/Legal Reference	Section 42B of the Education Act 1997 Section 72 of the Education and Skills Act 2008 Careers guidance and access for education and training providers. January 2023
Policy Adopted By	Trust Board
Date of Policy	Autumn Term 2024
Review Period	Annually
Date of Next Review	Autumn Term 2025