



**ST PETER'S SCHOOL
PROVIDER ACCESS POLICY**

**Date Reviewed: January 2023
Date of Next Review: January 2025
Reviewer: Anni Matthew**

Date of ratification by Governing Board: 20th February 2023

Document Control		
Edition	Issued	Changes from previous
1	April 2018	New policy
2	Nov 2020	Amended to include access during COVID19 pandemic
3	Nov 2022	Significant amendments to reflect the changes to the new Provider Access Legislation (2023) Addition of outside companies used to promote careers Addition of information about the role of the Governing body Names of staff changed to reflect changes in personnel Removal of COVID 19 references

Policies/Documents referred to in this policy	Post holders/ Persons named in this policy
This policy links to other school policies on: CEIAG	Careers Lead CEIAG Manager CEIAG Administrator

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. The new Provider Access Legislation, which comes into effect in January 2023, *has* been written to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The Governing body believes that Careers Education is important to help students become successful adults of the future. They will ensure that Careers Education, Information, Advice and Guidance (CEIAG):

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
- includes information on the range of education or training options, including apprenticeships and technical education routes

Student entitlement

The new Provider Access Legislation (PAL) specifies schools must provide at least six encounters for all their students during different phases of their educational journey:

- Two encounters for pupils during the ‘first key phase’ (year 8 or 9) that are **mandatory** for all pupils to attend
- Two encounters for pupils during the ‘second key phase’ (year 10 or 11) that are **mandatory** for all pupils to attend
- Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but **optional** for pupils to attend.

St Peter’s School understands that 2 different providers will need to visit the school at each key phase, and the school will also ensure that all opportunities are put on during the school day, so to not disadvantage any student. The school will continue to work with outside organisations known as ‘Providers’ who provide Technical education or are an Apprenticeship Provider under guidance from the Combined Authorities (CPCA) Careers Hub, to ensure that we meet our statutory duty.

Providers delivery in school

St Peter’s School will ensure that all visiting providers will:

- Delivery will be a blend of both face to face and virtual to students
- Explain to students about the different courses, qualifications, and/or apprenticeships that they offer
- Explain to students about the different career routes that the different qualifications can lead to
- Explain to students what the learning is like for the different courses, and how they will be assessed
- Explain to students the different levels of apprenticeships and the qualifications needed to access them
- Give students an opportunity to ask questions and answers

Management of provider access requests

Procedure

A provider wishing to request access should contact: **Ms Amber Walker, CEIAG Manager**
Telephone: (01480) 459581/ Email: awalker@Stpetershuntingdon.org or **Ms Katie Taylor CEIAG Administrator** ktaylor@stpetershuntingdon.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Please see the details of our careers programme at <https://www.stpetershuntingdon.org/parents-carers-students/careers-information>

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. We 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the CEIAG office or the Sixth Form Centre. The CEIAG office is available to all students during the day, at lunch and break times and after school.