



## Provider Access Policy

The Governing Body of Felpham Community College adopted the Provider Access Policy on 08 March 2023.

**Article 3:** *all organisations concerned with children should work towards what is best for each child*

**Article 13:** *children have the right to get and to share information, as long as the information is not damaging to them or to others*

### **Rationale:**

Felpham Community College strives to provide a broad and balanced curriculum. We work to secure an aspirational environment in which each student is supported and challenged to maximise their potential and to make informed decisions about their academic and employment career paths

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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.

### **Pupil entitlement:**

All pupils 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 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 qualifications 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. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### Management of provider access requests:

#### Procedure

A provider wishing to request access should contact Gill Woodman, Careers Leader, on 01243 826511 extension 213 or via email at [gwoodman@felpham.org.uk](mailto:gwoodman@felpham.org.uk)

#### Opportunities for access

Several events, integrated into the school careers programme, offer providers an opportunity to come into Felpham Community College and to speak to pupils and/or their parents/carers. Examples can be seen on the following table:

	Autumn term	Spring term	Summer term
<b>Year 7</b>		National Careers Week	
<b>Year 8</b>	Assembly – the rules surrounding part-time working whilst at school	National Careers Week	<b>Chichester College Group talk</b>
<b>Year 9</b>	<b>Workshop with a representative from the Sussex Council of Training providers on apprenticeships and training courses</b>	KS4 options evening  National Careers Week	No encounters – legislation requires encounters to take place before 28 February if in Year 9
<b>Year 10</b>		National Careers Week	<b>Campus visit to Chichester University</b>  Citizenship – CV writing
<b>Year 11</b>	Careers guidance interviews – external adviser  <b>Apprenticeships workshop - ASK (Apprenticeship Support and Knowledge)</b>	Year 11 Consultation Evening  Post-16 taster day	No encounters – legislation requires encounters to take place before 28 February if in Year 11

		Follow-up careers interviews  National Careers Week	
<b>Year 12</b>		Sixth Form Consultation Evening  National Careers Week  Higher education fair  Progression Day	<b>Higher Education applications workshop</b>  Work experience
<b>Year 13</b>	Higher education support sessions – applications, student finance, etc  <b>Apprenticeships and Higher Technical Qualifications workshop</b>	National Careers Week	No encounters – legislation requires encounters to take place before 28 February if in Year 13

Our careers programme can be found on our website – [www.felpham.com](http://www.felpham.com)

### **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 be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave copies of their prospectus or other relevant course literature in the Careers Hub, which is managed by the Careers Leader. The Careers Hub is available to all students at lunch and break times in S13b.