



Saint Paul's Catholic High School

Moving forward together. Achievement for all!

CEIAG Provider Access Policy



BELONG BELIEVE ACHIEVE

Journeying together with Jesus Christ, we learn to love and love to learn.

Approved By Governors:	DRAFT
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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - 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)
 - 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) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

These encounters must happen for a reasonable period during the standard school day. Schools can continue to provide complementary experiences but encounters outside of school hours won't count towards these requirements.

At St Paul's Catholic High School, we ensure compliance with the statutory guidance by ensuring that the minimum expectation of encounters is at least adhered to whilst also providing encounters for year 7 also. Evidence of the encounters provided are available within the 'Careers Map' that is available on the school website.

We will ask each provider to provide information regarding the following:

- The approved qualifications or apprenticeships they offer
- What careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as a meeting/session between pupils and a provider which involves a two-way interaction between students and appropriate provider staff. These encounters will be a mixture of face to face 'live' encounters and online webinars.

3. Student entitlement

At St Paul's Catholic High School, all students in years 8 to 11 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including academic education, technical education, and apprenticeships,
- Attend options events, careers fayres, drop down days, assemblies, and taster days.
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Miss Hitchen (Head of Careers).

Telephone: 0161 4990000

Email: s.hitchen@st-paulshigh.net

4.2 Opportunities for access

Several events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Here are some examples:

Year 7	Year 8	Year 9	Year 10	Year 11
<ul style="list-style-type: none">• PHSE drop down days e.g. First Aid• Life Skills activities• Introduction to Careers software• Careers Fayre• PSHE lessons• Curriculum careers sessions• TLEVEL and Apprenticeship Information Assembly	<ul style="list-style-type: none">• PHSE drop down days• Life skills activities• Careers presentations• Careers Fair• Speed networking event• STEM group• PSHE lessons• Curriculum careers sessions• TLEVEL and Apprenticeship Information Assembly	<ul style="list-style-type: none">• PHSCE drop down days• Careers Fayre• Options evening• Brilliant Club – Scholars Program• Speed networking event• STEM group• PSHE lessons• Curriculum careers sessions• Options Event and Information from FE provider• TLEVEL and Apprenticeship Information Assembly• Gm Higher Mentoring Program• HE Sessions	<ul style="list-style-type: none">• PHSCE drop down days• Life skills activities• College taster days• University visits• Careers Fair• Brilliant Club – Scholars Program• GM Higher workshop• PSHE lessons• Curriculum careers sessions• TLEVEL and Apprenticeship Information Assembly• Virtual/Physical Work Experience Week	<ul style="list-style-type: none">• PHSCE drop down days• Apprenticeship workshop• College and provider assemblies• Careers interviews• Exam Results Day• Careers Fayre• GM Higher workshops• PSHE lessons• Curriculum careers sessions• TLEVEL and Apprenticeship Information Assembly• Mentoring Program

4.3 Granting and refusing access

- We will grant access requests that meet the following criteria:
 1. Are requested within a reasonable timescale
 2. The provider can offer appropriate pathways for the students, both academically and personal development
 3. Are inclusive and aligned with the trust's equal opportunity, safeguarding and child protection policies
 4. Meet the needs of the students.

- We will refuse any access request that:
 1. Where it is at the detriment of students' learning
 2. At odds with the trust's equal opportunity and safeguarding and child protection policies
 3. Results in unwarranted disruption to the school
 4. The request is from an unregistered provider
 5. The visitor/organization is not sensitive to the Catholic Ethos of our school

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

<https://www.st-paulshigh.net/wp-content/uploads/2023/01/STP-Child-Protection-and-Safeguarding-Policy-and-Procedures-2022-23.pdf>

Education and training providers will be expected to adhere to this policy.

4.5 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 other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers or a member of Senior Staff.
- Providers are welcome to leave a copy of their prospectus or other relevant course literature to be displayed in the School Learning Resource Centre (LRC). The School LRC is available to all students at lunch, break time and after school.
- Providers can send information or request possible activities by contacting Miss Hitchen at s.hitchen@st-paulshigh.net

5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

Timpson's Ltd
 Cardinal Maritime
 Manchester Airport Group
 The Army
 DNata Catering
 Barclays
 GM Higher
 BW3
 Wythenshawe Community Housing Group
 The Manchester College Group
 Trafford College Group
 Xaverian College
 Loreto College
 The National Apprenticeship Service
 The Growth Company
 Manchester City Council
 Bridge GM
 My Perfect University
 The Message Trust

6. Pupil destinations

Last year (Leavers 2022), our year 11 pupils moved to a range of providers in the local area:

51.65% Further Education College

1.65% Sixth Form School

31.87% Sixth Form College (Catholic Feeder Inc.)

0.55% Specialist FE

1.65% Apprenticeship

2.20% Employed

0.55% ESFA Training

4.40% Private funded Training

4.40% Seeking Employment or training NEET

1.08% Established NEET

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure by contacting the Head teacher's PA: headspa@st-paulshigh.net or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

All school policies can be located here:

<https://www.st-paulshigh.net/policies/>

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by MS Hitchen.

This policy will be reviewed by Miss Hitchen annually.

At every review, the policy will be approved by the governing board.