



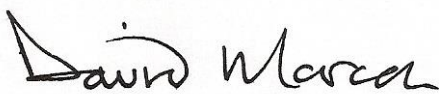
# **PROVIDER ACCESS POLICY**



## Approval & Review

Author: CXG  
Review Period: Annually  
Status of Policy: Key Policy

Reviewed by (Committee):	Governing Body
Date of Review:	24 January 2023

Signed: 

(Chair of Governing Body)

## Introduction

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.

### 1. Student 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 have at least 6 encounters with 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; taking place on school site, during the hours of the school day.
- To understand how to make applications for the full range of academic and technical courses.

### 2. Management of provider access requests

#### 2.1 Procedure

A provider wishing to request access should contact

Helen Richardson, Careers Coordinator  
Telephone 01491 612691 ext 264  
Email: [helen.richardson@ickniel.oxon.sch.uk](mailto:helen.richardson@ickniel.oxon.sch.uk)

Or

Charlotte Gibson, Assistant Headteacher (Careers Lead)  
Telephone: 01491 612691 ext 297  
Email: [charlotte.gibson@ickniel.oxon.sch.uk](mailto:charlotte.gibson@ickniel.oxon.sch.uk)

#### 2.2 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 pupils and/or their parents/carers.

If you would like to be part of any of these events, please speak to **Helen Richardson** or **Charlotte Gibson** to identify the most suitable opportunity for you.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers lessons in citizenship</li> <li>Careers tutor time programme</li> <li>CareersFest</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers assembly with external speakers (National Careers Week and Apprenticeship week)</li> <li>Careers lessons in citizenship</li> <li>Careers tutor time programme</li> <li>Tenner Challenge/Entrepreneur week</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers lessons in citizenship</li> <li>Careers tutor time programme</li> <li>Careers Carousel</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers activities and links through subjects</li> <li>Careers tutor time programme</li> <li>CareersFest</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers assembly with external speakers (National Careers Week and Apprenticeship week)</li> <li>Careers lessons in citizenship</li> <li>Careers tutor time programme</li> <li>Tenner Challenge/Entrepreneur week</li> <li>Speed networking</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers tutor time programme</li> <li>Careers Carousel/Speed Network</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers tutor time programme</li> <li>CareersFest</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers assembly with external speakers (National Careers Week and Apprenticeship week)</li> <li>Careers tutor time programme</li> <li>Tenner Challenge/Entrepreneur week</li> <li>Guided Choices</li> <li>Business mentors</li> <li>Speed Networking</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers tutor time programme</li> <li>Careers Carousel/Speed networking</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers lessons in citizenship</li> <li>Careers tutor time programme</li> <li>CareersFest</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers assembly with external speakers(National Careers Week and Apprenticeship week)</li> <li>Careers lessons in citizenship</li> </ul>	<ul style="list-style-type: none"> <li>Careers activities and links through subjects</li> <li>Careers lessons in citizenship</li> <li>Careers tutor time programme</li> <li>Careers information, advice and guidance</li> </ul>

		<ul style="list-style-type: none"> <li>• Careers tutor time programme</li> <li>• Tenner Challenge/Entrepreneur week</li> </ul>	<p>meeting with Careers Coordinator</p> <ul style="list-style-type: none"> <li>• CV writing</li> <li>• BMW apprenticeship programme</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Careers activities and links through subjects</li> <li>• Careers lessons in citizenship</li> <li>• Careers tutor time programme</li> <li>• CareersFest</li> <li>• Careers information, advice and guidance meeting with Careers Coordinator</li> <li>• College trips</li> <li>• College and 6<sup>th</sup> form interviews</li> <li>• CV writing</li> <li>• BMW Apprenticeship Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Careers activities and links through subjects</li> <li>• Careers assembly with external speakers (National Careers Week and Apprenticeship week)</li> <li>• Careers tutor time programme</li> <li>• Educational visits with a career focus</li> <li>• Tenner Challenge/Entrepreneur week</li> <li>• Careers information, advice and guidance meeting with Careers Coordinator</li> <li>• Mock interviews</li> <li>• College and 6<sup>th</sup> form interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Careers information, advice and guidance meeting with Careers Coordinator</li> </ul>

### 2.3 Granting and refusing access

If you would like to come into school outside of these events please do get in contact as above but please be aware that there may be occasions where we cannot grant access due to clashes with other school events such as exams however, we will do our best to find an opportunity that is agreeable for all.

Where appropriate, we can organise live, online encounters with small groups of students.

### 4.4 Safeguarding

The school's policy on Safeguarding (available on the school website) sets out the school's approach to allowing providers into school as visitors to talk to our students.

### 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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with Helen Richardson or Charlotte Gibson. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by Helen Richardson. The Careers Library is available to all students at lunch and break times.

## 5. Providers

Abingdon and Witney College	RAF
Ask Apprenticeships	Royal Navy
Berkshire College of Agriculture	South Central Ambulance Services
Boomsatsuma	BMW/Mini
Bucks College Group	DAF/ PACCAR
City of Oxford College	DP architects
The Henley College	Ercol
Lord Williams School	Farols
Oxford Brooks University	Hartwell House
UTC Oxfordshire	Johnson Matthey
Wallingford School	Le Manoir aux quat saisons
Wheatley Park School	OAS
The Army	Rebellion
NHS	TiggYWinkles
Oxfordshire Fire and Rescue	Williams F1

## 6. Destinations

Pervious destinations of our students include;

Abingdon and Witney College	Marlborough School
The Army	Princes Risborough School
Berkshire College of Agriculture	Reading College
BMW Apprenticeship	The Reed College
Bucks College Group	Sir Henry Floyd Grammar School
City of Oxford College	Sir William Borlase Grammar School
Hartpury College	Shiplake College
The Henley College	Time Cook Carpentry Apprenticeship
Kendrick School	UTC Oxford
Lord Williams School	Wallingford School
Magdalen College Oxford	

## 7. Assessment and Measuring Impact

The CEIAG provision is reviewed by the Careers Coordinator and SLT lead, together with the lead teacher of citizenship, staff and a range of students.

The Careers Coordinator completes the Careers and Enterprise Compass+ tool on a termly basis to monitor the progress towards the Gatsby Benchmarks. This information is shared with OxLEP for their reporting to government departments. A survey is completed by all students who receive 1:1 career advice from the Careers Coordinator (All Year 11 students and high priority students in Year 10) to monitor the access to and quality of careers information, advice and guidance. The Careers Coordinator receives feedback from students and key partners to help review and evaluate events such as mock interviews, CareersFest and work experience to ensure they are targeted correctly and achieve maximum impact for both students and partners. Students on work experience are asked to reflect on the skills acquired and how the experience has helped their career planning. Further evaluation of the career's curriculum take place in the form of quizzes, questionnaire and plenary feedback both in class and via the use of online platforms such as Unifrog.

## **8. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by the Careers Coordinator.

This policy will be reviewed by Charlotte Gibson, LT lead on an annual basis.

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

## **9. Complaints Process**

Anyone wishing to make a complaint should follow the school's [complaint procedure](#).