

# PROVIDER ACCESS POLICY



## SWANMORE COLLEGE

**Centre of Excellence**

Statutory	Yes
Website	Yes (Careers Website)
Last Review	March 2025
Next Review	March 2026
Reviewer	A Illsley / B Perryman
Governor Committee	Standards & Wellbeing
Ratified by BoG	19 May 2025

# Swanmore College Provider Access Policy

## Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligation under Section 42B of the Education Act 1997, and the Careers Guidance & Access Legislation (January 2023)

[Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## Pupil entitlement

Pupils in year 7 have a range of induction sessions which show how Swanmore College will help them to make decisions and offer general career advice to encourage them to think ahead to the future

All pupils in years 8 to 11 are entitled:

- to find out about further education (FE) and higher education (HE), technical qualifications and apprenticeship 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, group discussions and taster sessions.
- 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).**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time too, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers including those offered by FE & HE establishments
- 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 the pupils.

## Meaningful provider encounters

One encounter is defined as a meeting/session between pupils and a provider. We are committed to providing impartial and meaningful encounters to all pupils using the resource below as a guide.

[https://resources.careersandenterprise.co.uk/sites/default/files/2024-05/1207 -  
\\_meaningful\\_encounters\\_checklist\\_1.pdf](https://resources.careersandenterprise.co.uk/sites/default/files/2024-05/1207_-_meaningful_encounters_checklist_1.pdf)

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

## Management of provider's access requests

### Procedure

A provider wishing to request access should contact Andrea Illsley, Careers Leader, via school email:

[Careers-help@swanmore-sec.hants.sch.uk](mailto:Careers-help@swanmore-sec.hants.sch.uk)

Tel: 01489 892256

## Opportunities for access

The school offers the 4 provider encounters required by law (marked in bold text) and several additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents and carers to maintain a comprehensive and impartial careers provision at Swanmore College.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

	Autumn Term	Spring Term	Summer Term
Year 8	<b>Career Pathways – an overview of options at 2 different local post-16 providers</b> Plus, other careers related activities not directly related to local providers – see careers overview plan *	Other careers related activities not directly related to local providers – see careers overview plan *	Other careers related activities not directly related to local providers – see careers overview plan *

Year 9	<p><b>Post-16 Pathways – what can I aspire to? What is right for me? Led by local college/training providers x2</b></p> <p><b>Apprenticeships what are they? Talk and QA session introducing apprenticeships to pupils.</b></p> <p>Plus, other careers related activities not directly related to local providers – see careers overview plan *</p>	Other careers related activities not directly related to local providers – see careers overview plan	Other careers related activities not directly related to local providers – see careers overview plan
Year 10	<p><b>Careers &amp; FE Fair – an opportunity for Pupils and Parents/Carers to discuss options with a range of providers face to face.</b></p> <p>Plus, other careers related activities not directly related to local providers – see careers overview plan *</p>	<p><b>Post 16 Pathways – all routes explored. Presentations/assemblies by 6<sup>th</sup> Form College, training provider and FE College</b></p> <p><b>Apprenticeships and first jobs – What are apprenticeships? How to find them? How to apply? What will it be like doing one? – Local training provider and current apprentices</b></p>	<p><b>Pupils encouraged to attend open events at local colleges</b></p> <p>Other careers related activities not directly related to local providers – see careers overview plan*</p>
Year 11	<p><b>Assemblies from local providers exploring range of options post 16 with Q&amp;A opportunities with past pupils.</b></p> <p><b>Careers &amp; FE Fair – an opportunity for Pupils and</b></p>	Other careers related activities not directly related to local providers – see Careers overview plan*	

	<p><b>Parents/Carers to discuss options with a range of providers face to face.</b>  Plus, other careers related activities not directly related to local providers – see careers overview plan *</p>		
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\*See school website

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate for the activity. The school will also make available audio visual and other specialist equipment to support the provider presentations. This will all be discussed and agreed on in advance of the visit with the Careers Leader or the Head of Year representing the group involved.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Area Office, which is the hub of the careers department and available for pupils to drop in to chat for information when Careers Leader or Careers Advisor are present.

### **Complaints**

Any complaints regarding provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

This policy is linked to the Careers Education Information Advice and Guidance Policy (CEIAG)