

# COWLEY INTERNATIONAL COLLEGE



## Provider Access Legislation Policy

Status	<b>STATUTORY</b>
Responsible Governors' Committee	Quality of Education Committee
Responsible Person	Assistant Principal, Personal Development
Review Cycle	Annually
Review date	Spring 2024
Next review date	Spring 2025

## Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving our students 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 and the Skills and Post-16 Education Act 2022.

## Pupil entitlement

All pupils in years 8 to 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;
- 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 events;
- Understand how to make applications for the full range of academic and technical courses available to them.

**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.**

The majority of 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 qualification 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 all students, including our most vulnerable and those with additional learning needs.

## Meaningful provider encounters

Cowley International College defines one encounter as one meeting/session between pupils and one provider.

As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational education providers, including University Technical Colleges where appropriate, to speak to our students. Cowley International College will also approach these providers directly when planning and organising key careers related events throughout the school year such as school assemblies, webinars within the curriculum, including live events, careers engagement events and parents' evenings.

We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

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

**The college day runs from 8:55am until 3:05pm.**

### **Previous providers**

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

Airbus	Bethell	British Army
Carmel College	Cowley Sixth Form College	Daresbury Laboratory
Edge Hill University	HMS Works	Lancaster University
Liverpool John Moores University	McLaren Group	Manchester Metropolitan University
Merseyside Police	Ministry for Justice	Northumbria University
North West Ambulance Service NHS Trust	Royal Air Force	Royal Navy
Sellafield	Seqirus	Shaping Futures
Speakers For Schools	St Helens Chamber	St Helens College
United Utilities	University of Chester	Waterside Training

A list of employers and universities who have been invited into school is available on request via email to [careers@cowleysthelens.org.uk](mailto:careers@cowleysthelens.org.uk).

### **Destinations of our pupils**

Last year, our year 11 pupils moved to range of providers in the local area after school:

- Sixth Form Colleges 76%
- FE Colleges 16%
- Apprenticeships 4%
- Other 4%

These providers include:

Cowley Sixth Form College	Winstanley College	St Helens College
Cronton Sixth Form College	Carmel College	Lymm Sixth Form College

Last year, our year 13 pupils moved to range of providers nationally and in the local area after school, including:

British Army	Ford	Jaguar Land Rover	Merseyside Police
NHS	Royal Navy	Sellafield	A range of national universities, including Lancaster, Chester and Liverpool

## Management of provider access requests

### Procedure

All requests made by providers should be emailed at least six weeks in advance of the expected date of the session. In the first instance, requests by providers should contact Mr Harper, Careers Administrator, via email to [careers@cowleysthelens.org.uk](mailto:careers@cowleysthelens.org.uk).

### Granting Requests and Refusal of Requests

Once your request has been submitted, Cowley International College's Careers Leader will respond to you within 10 working days. All requests will be given due consideration by the Careers Leader and Senior Leadership Team.

Once the request has been granted, we will ask you for a range of information to share with our students and parents before the session. This may be a prospectus, letter or presentation to share with students and parents in advance of your session.

This should include:

- Details of the opportunities you offer including technical education, courses and entry requirements;
- What is learning like with your institution?;
- How do you prepare students for their best next step on successful completion of your course/training?;
- Provide examples of linking courses with careers relating to the labour market and recent positive destinations of students who have completed their learning with you.

Requests will be considered against:

- Clashes with other planned activities or visits;
- Interruption to preparation for public or internal examinations;
- Availability of school staff, space and resources to host the session;
- All requests will also be considered in line with the school's Safeguarding Policy. For questions on this policy statement or the wider careers programme at Cowley International College, please do not hesitate to contact us.

Cowley International College will keep a log of all provider requests for access and the outcomes and record on Compass+ to support the delivery and evaluation of the careers programme.

### Opportunities for access

The school offers at least six provider encounters required by law (**marked in bold text**) and several additional events, integrated into the school careers programme (**see table below**).

We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

### Key Stage 3 and 4: Years 7-11

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<p>PSHE Careers programme – introducing Unifrog.</p> <p><b>Event for employers to speak with Y7 students.</b></p>	<p><b>Event for employers to speak with Y7 students.</b></p> <p><b>Event for multiple employers to speak to Y7 students.</b></p>	<p>Careers interviews with Careers Advisor as required.</p> <p><b>Event for employers to speak with Y7 students.</b></p>
<b>Year 8</b>	<p>PSHE Careers programme – introducing Careers Education.</p> <p><b>Event for employers to speak with Y8 students.</b></p>	<p>Event for local colleges to speak with Y8 students.</p> <p><b>Event for multiple employers to speak to Y8 students.</b></p>	<p>Careers interviews with Careers Advisor as required.</p> <p><b>Event for apprenticeship providers to speak with Y8 students.</b></p> <p>University visits for selected students to raise awareness of the benefits of university.</p>
<b>Year 9</b>	<p>PSHE Careers programme – Introducing option choices for KS4.</p> <p><b>Event for T Level providers to speak with Y9 students.</b></p>	<p>Y9 Careers appointments with Careers Advisor at Options Evening.</p> <p><b>Event for Apprenticeship providers to speak with Y9 students.</b></p> <p><b>Event for multiple employers to speak to Y9 students.</b></p>	<p>University visits for selected students to raise awareness of the benefits of university.</p> <p><b>Event for employers to speak with Y9 students.</b></p> <p>Careers Interviews with Careers Advisor as required.</p> <p><i>No other encounters (legislation requires that encounters take place by 28<sup>th</sup> February of Y9).</i></p>
<b>Year 10</b>	<p>Y10 Careers Fair event (on a market stall basis) for students and parents, giving overview of local, regional and national opportunities and skills requirements.</p> <p><b>Event for Apprenticeship providers to speak with Y10 students.</b></p>	<p>Event for universities to speak with Y10 students.</p>	<p>Careers Interviews with Careers Advisor as required.</p> <p>University visits for selected students to raise awareness of the benefits of university.</p> <p><b>Event for employers to speak with Y10 students.</b></p>

	PSHE Careers programme – Considering how to find a job.		
<b>Year 11</b>	<p>Students provided with timetable of events regarding local providers' Post 16 Information Evenings.</p> <p>Event for universities to speak with Y11 students.</p> <p>PSHE Careers Programme, including interviews.</p>	<p>Y11 Careers appointments with Careers Advisor at Options Evening.</p> <p>Post 16 interviews.</p> <p><b>Event for employers to speak with Y11 students.</b></p>	<p>Confirmation of Post 16 education and training destinations for all students.</p> <p><i>No other encounters (legislation requires that encounters take place by 28<sup>th</sup> February of Y11).</i></p>

### Key Stage 5: Years 12-13

	Autumn Term	Spring Term	Summer Term
<b>Year 12</b>	<p>Meeting with Careers Advisor for vulnerable and 1-year students.</p>	<p>Y12 Careers appointments with Careers Advisor at Parents' Evening.</p> <p><b>Events for employers and apprenticeship providers to speak to Y12 students.</b></p>	<p>Year 12 Progression Week Opportunities for employers, universities and other providers to provide information regarding potential next steps, skills requirements and advice.</p> <p><b>Presentations on each day from providers and employers:</b></p> <ul style="list-style-type: none"> <li>• <b>University Day</b></li> <li>• <b>Employers Day</b></li> <li>• <b>Mock Interviews</b></li> </ul> <p>Careers Interviews with Careers Advisor as required.</p>
<b>Year 13</b>	<p>Meeting with Careers Advisor for all students.</p> <p>Additional Y13 Careers appointments with Careers Advisor at Options Evening. Students expected to apply for post 16 institutions.</p>	<p>Follow up meetings for all students who have not applied to go to university.</p> <p><b>Events for employers and apprenticeship providers to speak to Y13 students.</b></p> <p><b>Small group sessions for training and employment opportunities (aimed at students who have not applied for university).</b></p>	<p>Confirmation of Post 18 education and training destinations for all students.</p> <p><i>No other encounters (legislation requires that encounters take place by 28<sup>th</sup> February of Y13).</i></p>

## **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 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 the Careers Leader or a member of their team.

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the library (11-16 site) and the Supervised Study Area (sixth form), which is managed by the Librarian and Study Area Supervisor. The Library and Study Area are available to all pupils at lunch and break times.

## **Complaints**

Any complaints with regards to 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).

## **Approval and review**

### **Approved:**

by Governors at Curriculum and Standards Committee

Signed:



Chair of Governors



Principal