



TWS Provider Access Policy

2023

Policy reference:	PRO2023a	
Version number:	2023a	
SLT Review Lead:	John Salberg	
Last Reviewed:	2023	
Review date:	2024	
For review by:	AHO	
Summary of changes		
Date	Notes	Editor
Feb 2023	New policy	AHO
Approved by: J Salberg	Date: April 2023	

Contents

1. Aims
2. Statutory requirements
3. Student entitlement
4. Management of provider access requests
5. Previous providers
6. Pupil destinations
7. Complaints
8. Links to other policies
9. Monitoring arrangements

1. Aims

This policy statement aims to set out The Wren'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)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

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

Schools must ask each provider to provide the following information as a minimum:

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

The Wren works closely with training providers from Activate Learning, University of Reading, and apprenticeships (through Berkshire Local Enterprise Partnership – BLEP). Students across Key stage three and four will interact with Activate Learning and Apprenticeship opportunities through assemblies, open events and targeted interventions.

Other Sixth Form providers are able to book sessions with students through our Careers lead. Key stage 5 students interact with universities (through assemblies and open events), employers and apprenticeships (through companies).

2.2 Meaningful provider encounters

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

1 encounter is defined as 1 meeting/session between pupils and 1 provider. Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 13 at The Wren 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 technical education and apprenticeships, e.g., through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

Outline the procedures that providers must follow when requesting access to students.

Include the following contact details:

A provider wishing to request access should contact Andy Hollands (Director of Sixth Form and Futures) or Alison Ainscough (Futures Lead)

Telephone: 0118 2143888

Email: ahollands@wren.excalibur.org.uk

aainscough@wren.excalibur.org.uk

4.2 Opportunities for access

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

	AUTUMN TERM	SPRING TERM	SUMMER TERM
FIRST 'KEY PHASE' (KS3)	<p>Assembly and tutor group opportunities - employability skills</p> <p>Meeting with careers adviser</p>	<p>Meeting with careers advisor.</p> <p>Assembly from Activate Learning and other college training providers.</p> <p>Key Stage 4 options event (Year 9 only).</p>	<p>Meeting with careers advisor.</p> <p>Use of 'Unifrog' platform for personalised careers information.</p> <p>Encounters must have taken place by the end of Term 4 of Year 9.</p>
YEAR 10	<p>Meeting with careers advisor.</p> <p>Post-16 technical education options assembly.</p> <p>Life Skills – work experience preparation sessions</p> <p>Assembly and tutor group opportunities - employability skills</p>	<p>Meeting with careers advisor.</p> <p>Assembly from Activate Learning and other training providers.</p> <p>Technical/vocational tasters at local college/s, training providers</p>	<p>Meeting with careers advisor.</p> <p>Work experience preparation sessions</p> <p>Work experience</p> <p>Technical/vocational tasters at local college/s, training providers</p>
YEAR 11	<p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Meetings with careers adviser</p> <p>Post-16 applications</p>	<p>Post-16 interviews</p> <p>Meetings with careers adviser</p> <p>Apprenticeships – support with applications</p>	<p>No encounters – encounters must have taken place by end of Term 4.</p> <p>Confirmation of post-16 education and training destinations for all pupils</p>
YEAR 12	<p>Introduction to HE and post Sixth Form opportunities.</p> <p>Post-18 assembly - apprenticeships</p>	<p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers adviser</p> <p>University taster with University of West London</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>University workshops – University of Reading</p>
YEAR 13	<p>Post-18 assembly – with higher and degree apprenticeship providers</p> <p>Workshops – HE and higher apprenticeship applications</p>	<p>Meetings with careers adviser</p> <p>Assembly and small group opportunities - employability skills</p>	<p>No encounters – encounters must have taken place by end of Term 4.</p> <p>Confirmation of post-18 education and training destinations for all pupils</p>

Please speak to our Futures Lead and Careers Advisor to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Providers will be granted access to assembly time, whole school or cohort events and after school meetings. During application and interview cycles, providers will have access to applicants. Providers will not be granted access without prior planning, authorisation (Director of Sixth Form and Futures) and if the planned events are not suitable for the targeted students.

4.4 Safeguarding

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

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

4.5 Premises and facilities

Providers have access to various classrooms, theatre and our large meeting spaces (sports hall, Drama studio).

Facilities available include:

- Computer and projector (Theatre) with sound.
- Interactive whiteboard (classrooms)

5. Previous providers

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

- Activate Learning
- Aim Apprenticeships
- University of Reading
- Adviza

6. Pupil destinations

In September 2023, our year 11 pupils moved to a range of providers in the local area after school:

- Wren Six
- Reading College
- Henley College
- Various other Sixth Forms.

In September 2023, our year 13 pupils moved to a range of providers in the local area after school:

- Majority of students went to university.

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure as highlighted in the school policy on the school website or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

Safeguarding/child protection policy - <https://www.wrenschoo.org/wp-content/uploads/2022/10/Excalibur-Child-Protection-and-Safeguarding-Policy-The-Wren-School-2022-1.pdf>

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Director of Sixth Form and Futures.

This policy will be reviewed by the Director of Sixth Form and Futures.