

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 obligations under Section 42B of the Education Act 1997.

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;
- to hear from 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;
- 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). 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.

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 pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. 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 are able to provide live online engagement with our pupils.

Previous providers

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

- Aspris College
- Autism Together
- Be More Apprenticeships
- Birkenhead Sixth Form College
- Career Wales
- Cheshire South & West College
- City of Liverpool College
- Coleg Cambria
- Community Capacity Builders CIC
- LEAP Wargrave College
- Training Plus Merseyside
- Wirral Metropolitan College
- Greenbank College

Destinations of our pupils

Last year our transitioning pupils from Year 11 to Year 14 moved to range of providers in the local area after school:

- Arden College
- Cheshire South & West College
- Derwen College
- Liverpool City College
- Strathmore College
- TMP College - Pemberton
- Warrington & Vale College
- Wirral Met College
- HFT - supported internship

Management of provider access requests

Procedure

A provider wishing to request access should contact Helen Shallcross, Career Pathways Officer, hshallcross@wkrs.co.uk or ring on 0151 632 3201

Opportunities for access

By law, the school must offer at least six providers per year. At West Kirby School and College, we welcome offers of engagement with training, education and employer encounters.

We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. We do not want to limit our pupils' access to the wider world, please speak to our Careers Leader to identify the most suitable opportunity for you.

We host a number of additional events throughout the year which is integrated into our PHSEE/Life Skills and Curriculum programme. **(See table below)**

Year	Autumn	Spring	Summer
7	Author Visit Poet Visit Walker Art Gallery Meet the college and training provider event Career Assembly National Apprenticeships Christmas Enterprise Fair	Bookshop Visit STEM Workshop PHSEE <ul style="list-style-type: none"> • Aspirations • Self Esteem • Prejudice and discrimination – Racism and stereotypes • Budgeting • Savings, loans & interest • Financial Transactions Personal Guidance – 1:1 Session with Career Connect	Personal Guidance – 1:1 Session with Career Connect Blue Light Careers Event: <ul style="list-style-type: none"> • North West Ambulance Service • Merseyside Fire brigade • NHS • Coastguard & RNLI • Merseyside Police Summer Enterprise Fair
8	Author Visit Poet Visit Meet the college and training provider event – market stall event for pupils and parents Career Assembly National Apprenticeships Christmas Enterprise Fair PHSEE: <ul style="list-style-type: none"> • Self Confidence and Goals • Personal Development and Target Setting • Managing behaviour to achieve • Emotional literacy 	International Slavery Museum Visit World Museum Visit – Geology STEM Workshop PHSEE: <ul style="list-style-type: none"> • Disability and the Media • Homophobia and LGBT • Discrimination and Stereotypes – Teenagers • STEM Workshops Personal Guidance – 1:1 Session with Career Connect	PHSEE: <ul style="list-style-type: none"> • Finance & Careers • Wages • Income tax & National Insurance • Budgeting & saving • Public taxes • Being an entrepreneur • Teamwork • Communication skills Blue Light Careers Event: <ul style="list-style-type: none"> • North West Ambulance Service • Merseyside Fire brigade • NHS • Coastguard & RNLI • Merseyside Police Summer Enterprise Fair Personal Guidance – 1:1 Session with Career Connect (if required)
9	Author Visit Poet Visit Meet the college and training provider event Career Assembly National Apprenticeships Christmas Enterprise Fair German Christmas Market trip	STEM Workshop PHSEE: <ul style="list-style-type: none"> • Growth mindset • Managing stress • Self-confidence and goals • Personal development and target setting 	Blue Light Careers Event: <ul style="list-style-type: none"> • North West Ambulance Service • Merseyside Fire brigade • NHS • Coastguard & RNLI • Merseyside Police

	<p>Toxteth Ancient Chapel trip Imperial War Museum trip Greenbank College sports visit</p> <p>SaLT – Social expectation our in the community</p> <p>PHSEE:</p> <ul style="list-style-type: none"> • Behaving to Achieve • Human rights – access to education • Interpersonal skills • Discrimination and the Equality Act of 2010 	<ul style="list-style-type: none"> • Self-Awareness <p>Personal Guidance – 1:1 Session with Career Connect</p>	<p>Summer Enterprise Fair</p> <p>Personal Guidance – 1:1 Session with Career Connect (if required)</p>
10	<p>Author Visit Poet Visit Meet the college and training provider event (six providers) Career Assembly National Apprenticeships Christmas Enterprise Fair</p> <p>PHSEE:</p> <ul style="list-style-type: none"> • Behaving to achieve – rules • Developing interpersonal skills • Time management • Rights and responsibility in the workplace 	<p>STEM Workshop</p> <p>PHSEE:</p> <ul style="list-style-type: none"> • What are employers looking for? • CVs • Why pursue a career in STEM • The right career for me • Preparing for work experience <p>Encounters with FE Providers:</p> <ul style="list-style-type: none"> • TTE Ltd • Wirral Met College <p>Employer Encounter Workplace:</p> <ul style="list-style-type: none"> • VolkerStevin <p>Personal Guidance – 1:1 Session with Career Connect</p>	<p>Encounters with FE Providers:</p> <ul style="list-style-type: none"> • Coleg Cambria (TBC) or • Cheshire South & West College (TBC) <p>Blue Light Careers Event:</p> <ul style="list-style-type: none"> • North West Ambulance Service • Merseyside Fire brigade • NHS • Coastguard & RNLI • Merseyside Police <p>Summer Enterprise Fair</p> <p>Personal Guidance – 1:1 Session with Career Connect (if required)</p>
11	<p>Author Visit Poet Visit</p> <p>Meet the college and training provider event (six providers)</p> <p>Career Assembly National Apprenticeships Christmas Enterprise Fair Attending the Wirral Career Fair</p> <p>PHSEE</p>	<p>STEM Workshop Edge Land Hindu Temple trip Liverpool University Trip Wirral Metropolitan College visits INTO Film – Asteroids Music Professional talk Theatre Visit Art Residential Weekend</p> <p>Employer Encounter Workplace:</p>	<p>PHSEE:</p> <p>Preparing to transition Work Experience Preparing for work experience</p> <p>Experience of work place environments, employees and employers</p> <p>Blue Light Careers Event:</p>

	<ul style="list-style-type: none"> • Applying for college & university • Health & Safety at Work • Trade Unions • How to prepare for Job Interviews • Diversity & identity <p>College application assistance CV & Covering letters support Employability search</p>	<ul style="list-style-type: none"> • VolkerStevin <p>Encounters with FE Providers:</p> <ul style="list-style-type: none"> • Wirral Metropolitan College Campuses • Liverpool City College • Birkenhead 6th Form College • Hilbre High School Sixth Form • TTE Ltd open evening • Warrington & Vale Royal visit • Tranmere Rovers open evening <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>College application assistance CV & Covering letters support Employability search</p> <p>Liaising with next destination providers</p>	<ul style="list-style-type: none"> • North West Ambulance Service • Merseyside Fire brigade • NHS • Coastguard & RNLI • Merseyside Police <p>Personal Guidance – 1:1 Session with Career Connect (if required)</p> <p>CEAIG 1:1 with Career Pathways Officer re: Transition</p> <p>College application assistance CV & Covering letters support Employability search</p> <p>Summer Enterprise Fair</p> <p>Transitioning to Post 16 week</p>
12	<p>Author Visit Poet Visit Meet the college and training provider event Career Assembly National Apprenticeships Christmas Enterprise Fair</p> <p>Attending the National Apprenticeship Exhibition</p> <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>College application assistance CV & Covering letters support Employability search</p>	<p>STEM Workshop</p> <p>Encounters with FE Providers: Reaseheath College Greenbank College Wirral Metropolitan College</p> <p>SaLT – Preparing for change & transition</p> <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>College application assistance CV & Covering letters support Employability search</p>	<p>Weekly drop-in session with Career Pathways Officer</p> <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>Blue Light Careers Event:</p> <ul style="list-style-type: none"> • North West Ambulance Service • Merseyside Fire brigade • NHS • Coastguard & RNLI • Merseyside Police <p>Encounters with FE & HE Providers: Chester University Leeds Art University</p>

			<p>College application assistance</p> <p>CV & Covering letters support</p> <p>Employability search</p> <p>Summer Enterprise Fair</p> <p>CEAIG 1:1 with Career Pathways Officer re: Transition</p> <p>Transition Plan implementation</p>
13+	<p>Author Visit</p> <p>Poet Visit</p> <p>Meet the college and training provider event</p> <p>Encounters with FE providers</p> <p>CV & Covering letters support</p> <p>Employability search</p> <p>Career Assembly National Apprenticeships</p> <p>Christmas Enterprise Fair</p> <p>Attending the National Apprenticeship Exhibition</p> <p>Life Skills:</p> <p>Applying for university, college & apprenticeships</p> <p>Financial Money Matters</p> <p>Preparation for work</p> <p>Preparing for interviews</p> <p>Mock interviews</p> <p>Work experience (Tam O'Shanter)</p> <p>Weekly drop-in session: College application assistance</p> <p>Employer Visits:</p> <p>LEAP West Kirby</p> <p>Joe Black Coffee</p> <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>Liaising with next destination providers</p>	<p>STEM Workshop</p> <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>Encounters with FE providers</p> <p>College application assistance</p> <p>CV & Covering letters support</p> <p>Employability search</p> <p>SaLT – Dealing with employers and your diagnosis</p> <p>Weekly drop-in session: College application assistance</p> <p>SaLT – Dealing with employers and your diagnosis</p> <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>Liaising with next destination providers</p>	<p>Blue Light Careers Event:</p> <ul style="list-style-type: none"> • North West Ambulance Service • Merseyside Fire brigade • NHS • Coastguard & RNLI • Merseyside Police <p>CEAIG 1:1 with Career Pathways Officer re: Transition</p> <p>Personal Guidance – 1:1 Session with Career Connect</p> <p>Encounters with FE providers</p> <p>Summer Enterprise Fair</p> <p>Weekly drop-in session: CV & Covering letters support</p> <p>College application assistance</p> <p>Employability search</p> <p>Liaising with next destination providers</p> <p>Transition Plan implementation</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 are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Pathways Office or in the Library, which is managed by the school librarian.

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

Approval and review

Approved / / by Governors at Curriculum and Standards Committee

Next review: 12 months from the date above

Signed: _____

Mr. Phil Deakin
Chair of The School Board & Finance

Signed: _____

Sian Thomas
CEO & Principal