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|  Policy: **Training Provider, College and Business Access Policy** | Sidmouth College Logo 2 Colour**SIDMOUTH COLLEGE***believe ⚫ inspire ⚫ succeed* |

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**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 and ‘The Provider Access Legislation’ January 2023 ( PALS 2023)

**Pupil 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 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.

Requirements of PALS 2023

1. Two encounters for pupils during the ‘first key phase’ (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
2. Two encounters for pupils during the ‘second key phase’ (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.
3. Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13. Schools should encourage all pupils to attend the encounters, however, optional attendance for older pupils recognises that, while many 16- to- 18-year-olds will benefit from finding out more about post-18 technical options, some will be in the sixth form having made a firm decision to pursue their chosen pathway.

**Management of provider access requests Procedure**

A provider wishing to request access should contact

***Nicola Young***

*Careers Leader*

**01395 514823 ext. 259**

**nyoung@sidmouthcollege.devon.sch.uk**

**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 school staff, pupils and/or their parents/carers

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|  | Autumn | Spring | Summer | adhoc |
| Year 7 |  |  | Invite Training providers, Business partners and colleges to be involved in a careers inset activity/curriculum activity  |  |
| Year 8 |  | Invite Training providers, Business partners and colleges to be involved in an inset activity  |  |  |
| Year 9 | Providers, Colleges, Business Partners & Exeter University invited into Careers Roundabout  |  | Life post 16-Extra-curricular activities to support development for next steps |  |
| Year 10 | Providers Colleges ,Business Partners & Exeter University, invited into - Introduction to work experience | ASK programme- Apprenticeships | Business partners offer work experience – where appropriate |  |
| Year 11 | Life Skills – assembly on opportunities at 16 &Aim Higher day to include all options post 16.All invited in for Mock interviewsASK team visit school for a presentationPost 16 event | ASK workshop | Assemblies & Interviews  |  |
| Year 12 |  | ASK workshopUCAS Higher Education Fair re Post-18 PHSE session– re apprenticeshipsASK programme - Apprenticeships | Small group sessions: future education, training and employment optionsBusiness partners offer work experience- Where appropriate |  |
| Year 13 | Small group sessions: future education, training and employment options. | Ask and other Workshops – HE and higher apprenticeship applications |  |  |
| School Staff | Annual careers training to ensure staff are aware of routes post 14, 16 & 18 and are briefed on the Careers programme at Sidmouth College and their responsibilities |  |  |  |

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

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the Careers Leader. The Careers Library is available to all students at lunch and break times.

Additionally, visitors should adhere to the relevant Covid precautions in place at the time of the visit. This could include but is not limited to:

1. Provide evidence of a negative lateral flow test taken up to 48 hours prior to the visit
2. Wearing of a face mask as requested
3. Ensuring windows and doors in rooms are kept open
4. Sanitising hands on entrance and exiting different school spaces
5. Virtual meetings if advised

**Safeguarding**

All colleges and Training provider staff to provide Sidmouth College with DBS information prior to the visit to fulfill our safeguarding policy.

**Approval and review**

Updated with GB

Updated draft to March 2022

Approved December 2021

Draft November 2021