



Caludon Castle

Provider Access Policy

Local Level Policy

Date effective	January 2023
Review Cycle	Every two years
Review Date	January 2025
Date of Approval by Governors	October 2023
Committee approved by	Local Governing Body
Author	S Hutchinson

Date	Notes

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

Student entitlement

All students 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.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students 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 students 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 students from the provider)
- answer questions from students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students 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 students.

Previous providers

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

- Coventry College
- North Warwickshire and South Leicestershire College

- Warwickshire College Group
- West Midlands Police
- Department for Work and Pensions
- Employer Hub, Coventry City Council
- Coventry City Council Apprenticeship Team
- TalentTech Recruitment
- SCCU Ltd
- Osborne Infrastructure
- Handelsbanken
- Primary Goal

Destinations of our students

After July 2022, our **year 11 students** moved to a range of providers in the local area after school:

Sector	total number	total %
Apprenticeship	23	9.5
Caludon Castle sixth form	126	52.3
College	82	34.0
Other sixth form	3	1.2
Other employment or training	3	1.2
Unknown	1	0.4
NEET	3	1.2
Total	241	

Colleges included: Warwickshire College Group, WMG Academy, Coventry College, KE6, NWSLC, A2B Football Academy, Aspire2Be, Studio 79, Naval college, Stratford College, Allana Shirley Academy, FuturePro Football Academy, CP Academy, University College of Birmingham.

Apprenticeship and training providers included: University Hospital, MTC, Preston North End, Severn Trent, Heart of England, CWT, Coventry City Council, JLR.

After July 2022, our **year 13 students** moved to a range of providers in the local area and beyond after school:

Sector	total number	total %
Apprenticeship	9	5.5
Caludon Castle sixth form Y14	16	9.7
College	4	2.4
Employment	30	18.2
Gap year	3	1.2
University	103	62.4
Total	165	

Apprenticeship and training providers included: National Grid, Lunn Engineering, Deloitte, Meggitt, Askews Chartered Accountants, West Midlands Police, Westwood Day Nursery.

Management of provider access requests

Procedure

A provider wishing to request access should contact Steff Hutchinson, Principal Lead for personal development, and Careers Leader.

Telephone: 024 7644 4822; Email: sthutchinsons@caludoncastle.co.uk

Opportunities for access

The school offers the six provider encounters required by law (marked in red bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
All year groups	Careers fair , evening: event for pupils, parents/carers - market stall or online event giving overview of local, regional and national opportunities and skills requirement Assemblies	Careers fair , evening: event for pupils, parents/carers - market stall or online event giving overview of local, regional and national opportunities and skills requirement Assemblies	Assemblies Targeted conferences (e.g. Higher Attainers conference)
	KS3/4 Tutor time: The Careers strand of the Achieve programme . A weekly programme of careers-related learning, taught through half-hour sessions in the second half of the Autumn Term, focused around options, LMI and decision-making skills. See Autumn Term boxes below for specific details for each year group.		
	Aspiration / Careers	Involvement in your environment / Values	Emotional Intelligence / Healthy Relationships
	KS3/4 Tutor time: The 5Cs and Resilience programme runs throughout KS3 and KS4, for one tutor time session every week. Each half term students explore a key learning skill that will help them thrive in education, life and the work place. The programme focuses on employability soft skills and competencies: communication (including leadership), collaboration, critical thinking, creativity, connections, and resilience. Each half-term we would like to have input from our alumni or others, about how that half-term's skill has been useful to them within their career pathway.		
	Resilience / Communication (Including leadership)	Critical thinking / Connections	Creativity / Collaboration
Year 7	Careers strand of Achieve programme: Challenging stereotypes in careers, and self-awareness – who am I? Specifically introducing a wide range of careers, and removing stereotypical barriers to entry.		
Year 8	Careers strand of Achieve programme : Raising expectations, and opportunity awareness – how does the world work? Specifically introducing employment linked to sustainability, equity and justice.	Y8 into 9 options event	

Year 9	Careers strand of Achieve programme: What are my options? Developing information search and evaluation skills, Self-awareness – where do I fit in? Specifically investigating jobs of the future and of the past.	KS4 options event	
Year 10	Careers strand of Achieve programme: How do I get there? Requirements of different sectors , decision-making skills, and transition skills such as writing a CV. Specifically investigating the three main routes available post-16: sixth form provision, college or apprenticeship.		Mock interviews
Year 11	Careers strand of Achieve programme: Options available post-16 and how to apply. Application and interview workshops. Specifically investigating local providers in all sectors. Post 16 provider open evenings: opportunities to visit local providers to see the opportunities available. Post-16 options event Post 16 applications	Post-16 interviews	Confirmation of post 16 education destinations for all students
Year 12	Tutor system	Work Experience week	Next Steps week , including visits to universities, UCAS applications and apprenticeships
Year 13	UCAS / apprenticeship support through tutor and house system	Careers interviews	Confirmation of post 18 education destinations for all students

The above programme is always under review, with additional opportunities to be added as they arise. Please speak to our Careers Leader, Steff Hutchinson to identify the most suitable opportunity for you. Unfortunately, we will have to decline your request if a specific opportunity is already fully booked or if we feel your request does not comply with our safeguarding procedures. However, we will endeavour to work with you wherever we can.

Premises and facilities

The school will make the main hall, the concourse, conference room, FLC, classrooms or private meeting rooms available for discussions between the provider and students, or will provide a link via Teams, as appropriate to the activity and following the school's safeguarding policy. 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 Resource Centre, which is managed by the school librarian and the school's

careers advisor. The Resource Centre is available to all students at lunch and break times and after school, and to post-16 students during their study lessons.

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 [date] by Governors at Curriculum and Standards Committee

Next review: January 2023

Signed:

Anne Brennan, Chair of Governors

Sarah Kenrick, Headteacher