



Name of Policy: Provider Access Policy

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Role: Deputy Head/Careers Leader

Review date: Summer 2025

Links with other policies: Careers, Com and Safeguarding

Approval: Governor Policy Group 11/5/23

Woodlands Meed Equalities Statement is available on the website:

www.woodlandsmeed.co.uk under policies

Woodlands Meed's Overall Aims: Building Unique Futures Together

This includes:

- Providing a safe, secure environment
- Recognising the individual needs and strengths of each child
- Planning and facilitating unique, enjoyable opportunities to maximise learning and potential
- Working with parents/carers and outside agencies to achieve the best for each child
- Ensuring opportunities from the wider community are utilised.

1. Aims

This policy statement aims to set out Woodlands Meeds arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer and to make sure that pupils understand the full range of education and training options available.

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 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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 14 at Woodlands Meed School and College are entitled to six meaningful and high quality encounters with relevant and suitable training and education providers. These types' experiences will include:

- Opportunities to meet relevant further education and social care Providers
- Being provided with clear information about Local Education Providers and Qualification Routes
- Where appropriate, find out about technical education qualifications
- Be given clear information about apprenticeships including inclusive apprenticeship opportunities, as part of our careers programme
- Hear from a range of local providers about the opportunities they offer, including technical education, Supported Internships and apprenticeships
- KS4 and KS5 pupils will have the opportunity to attend at least one experience of a vocational link programme at a local further Education college or visit a social care day services
- As part of the vocational link programme the FE provider will deliver a 'progression talk', which will include information about apprenticeships, internships and traineeships available.
- Understand how to make applications for the full range of academic and technical courses
- Hear from alumni members sharing their experiences about different education and training routes

Woodlands Meed will endeavour to promote all pathways. The Careers Leader with the MJC Leads will work with teachers to identify suitable encounters for individual pupils, which meets their needs, abilities and interests.

Woodlands Meed will work with the SEND Careers Hub and the West Sussex SEND employment forum to review and identify further suitable local education and training providers.

Training and education Provider Careers programme

Key Stage	Encounter	Term
KS3	<ul style="list-style-type: none"> • Careers and Transition Fair – an introduction to local training and education providers • MJC Update – Information about local training and education providers including open days/presentations • Work Aid Presentation – information about supported Employment • Inspirational Speakers Alumni Panel - sharing their experiences about different education and training routes 	<p>SPRING</p> <p>Half termly</p> <p>SPRING</p> <p>SPRING</p>
KS4	<ul style="list-style-type: none"> • Careers and Transition Fair – find out information • MJC Update – Information about local training and education providers including open days/presentations • Work Aid Presentation – information about supported Employment • Inspirational Speakers Alumni Panel - sharing their experiences about different education and training routes • Chichester College Group LINK Programme – Further Education taster • Chichester College Group Foundation Programme and Supported Internship presentation • ASK Apprenticeships including. Supported Apprenticeships Assembly • Steve Willis Local training Provider presentation • DV8 Local education provider presentation • Local Education Providers and Qualifications MJC employability unit • What are Apprenticeships/Supported Internships MJC employability Unit 	<p>SPRING</p> <p>Half termly</p> <p>SUMMER</p> <p>SPRING</p> <p>AUTUMN/SPRING/SUMMER</p> <p>SUMMER</p> <p>SPRING</p> <p>SPRING</p> <p>TBC</p> <p>SPRING</p> <p>SUMMER</p>

KS5	• Careers and Transition Fair – find out information	SPRING
	• MJC Update – Information about local training and education providers including open days/presentations	Half termly
	• Work Aid Presentation – information about supported Employment	
	• Inspirational Speakers Alumni Panel - sharing their experiences about different education and training routes	SUMMER
	• Chichester College Group LINK Programme – Further Education taster	SPRING
	• Chichester College Group Foundation Programme and Supported Internship presentation	AUTUMN/SPRING/SUMMER
	• ASK Apprenticeships including. Supported Apprenticeships Assembly	SPRING
	• Steve Willis Local training Provider presentation	TBC
	• DV8 Local education provider presentation	TBC
	• Writing a CV/Completing applications MJC employability unit	
	• Plumpton College Visit	TBC
	• Lewes College day visit	TBC

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Diane Goddard, Employability and Transition Lead

Telephone: 01444 244133

Email: Dgoddard@woodlandsmeed.co.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. We also host one off events that provide such opportunities. The integrated events are usually delivered internally, with contribution from external providers where necessary. The one off events, such as assemblies, National Careers Week and the Careers and Transition Fair, are regularly advertised to our students and where appropriate

We will arrange a visit for a select group of students to attend different transitional and academic organisations.

Woodlands Meed has commissioned an independent and impartial careers adviser from My Future Starts Here who works with Year 11 students and Year 13 students, where appropriate, to ensure they are able to make an informed choice about their next steps.

Please speak to our Diane Goddard to identify the most suitable opportunity for you.

Woodlands Meed accepts online encounter, and will also consider using a blended virtual approach to maximise levels of attendance.

4.3 Granting and refusing access

A provider wishing to request access should contact Diane Goddard, Transitions Teaching Assistant.

Local providers are invited to key relevant events that are held at Woodlands Meed School and College.

When holding the Careers and Transitions Fair we would, for example, invite apprenticeship providers, Further Education colleges, or other relevant groups such as SEND IAS. We encourage other providers who are interested in coming into Woodlands Meed to contact Diane Goddard to identify the most suitable opportunity.

4.4 Safeguarding

Woodlands Meed safeguarding policy and associated protocols outline the school and college's procedure for checking the identity and suitability of visitors. All visitors are signed in, allocated passes, advised of safeguarding measures and practice, and supervised by staff unless subject to a DBS check and part of a regular appointment.

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

4.5 Premises and facilities

Once visits have been agreed, Woodlands Meed will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different spaces according to the number of students and the requirements of the provider.

We are happy to work with providers to provide any resources we can that make their visit possible and inclusive and we are happy to accommodate those that need to bring extra equipment into the school and college in order to showcase what they do.

Providers are welcome to leave copies of their prospectus or other relevant course literature at reception for the attention of Diane Goddard. Woodlands Meed will place the literature in the meeting room so it is available to students during the course of the day and during their Annual Reviews where transition and future planning takes place.

5. Complaints

Woodlands Meed complaints policy outlines complaints procedure