



Provider Access Process

Version 2.1

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Name and Title of Author:	Mrs R Mortimer, Co-ordinator of CEIAG
Name of Responsible Committee/Individual:	Local Governing Body
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Aims

This statement sets out Driffield School and Sixth Form's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997 and the updated Department of Education Careers Guidance and Access for Education and Training Providers September 2022. Through the Skills and Post-16 Education Act 2022 and the DfE Careers Guidance and Access for Education and Training Providers January 2023 the government has strengthened the legislation by introducing a minimum number of six provider encounters that every school must provide and, for the first time, introducing parameters around the duration and content of these encounters so that we can ensure they are of high quality. Driffield School and Sixth Form has revised its CEIAG provision in accordance with the new guidance.

Content

Student Entitlement

Students in Years 7-13 are entitled:

- To learn about a range of educational and 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 evenings, assemblies, during form time and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.
- The new Provider Access Legislation is fulfilled by ensuring that our students have two encounters in Year 8 or 9 which are mandatory (to take place between the 1 September and 28 February during Year 9). Year 10 and 11 will have two encounters that are mandatory (to take place between the 1 September and 28 February of Year 11). In Year 12 or 13 students will have two encounters which are mandatory to put on, but will be optional in terms of attendance (to take place during Year 12 and the 28 February of Year 13).

Management of Provider Requests

Procedure

A provider wishing to request access should contact Ruth Mortimer, Co-ordinator of CEIAG.

Telephone: 01377 253631 or **Email:** ruth.mortimer@driffieldschool.org.uk

Opportunities for access

A number of events that are integrated into the school careers programme will offer providers an opportunity to come into school to speak to students and/or their parents/carers – please see Appendix 1: Annual Calendar of Events.

Please speak to our named contact above to identify the most suitable opportunity for you. The Academy's policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our website www.driffieldschool.net

Premises and facilities

The school has a number of facilities that can be made available for discussions between the provider and students, as appropriate to the activity, including large halls, classrooms or meeting rooms. 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 named contact above or a member of their team.

Providers encouraged to leave sufficient copies of their prospectuses or other relevant course literature with our Careers Guidance Lead, Holly Robinson. Providers can email Holly Robinson on: holly.robinson@driffieldschool.org.uk Holly will add it to our careers room, the careers library and communal display boards.

Supporting Policies and Related Information

The policy for Provider Access supports, and is itself underpinned by, a range of key school policies including those for Careers, Safeguarding and Child Protection, Teaching and Learning, Equal Opportunities and Diversity. All stakeholders are advised to familiarise themselves with these and must abide by their contents during any interaction with the school.

Appendix 1 – Annual Calendar of Events
APEX = Achieving Personal Excellence

	Autumn Term	Spring Term	Summer Term
Year 7	APEX Lessons Form Time Activities Assemblies Settling Evening Careers Fair – every two years	National Apprenticeship Week activities National Careers Week activities Progress Evening Assemblies	APEX Lessons Form Time Activities Assemblies APEX Day - July
Year 8	APEX Lessons Form Time Activities Assemblies Careers Fair – every two years	National Apprenticeship Week activities National Careers Week activities Assemblies	APEX Lessons Form Time Activities Assemblies APEX Day – July Progress Evening
Year 9	APEX Lessons Form Time Activities Progress Evening Pathways Evening – Key Stage 4 Options event – November Careers Fair – every two years	National Apprenticeship Week activities National Careers Week activities Assemblies	APEX Lessons Form Time Activities Assemblies APEX Day - July
Year 10	APEX Lessons Form Time Activities Progress Evening	National Apprenticeship Week activities National Careers Week activities Assemblies	APEX Lessons Form Time Activities Assemblies APEX Day - July
Year 11	APEX Lessons Form Time Activities Assemblies Sixth Form Open Evening One to One Transition Interviews	National Apprenticeship Week activities National Careers Week activities Progress Evening Assemblies	APEX Lessons Form Time Activities Assemblies APEX Day - July
Year 12	Form Time Activities Assemblies Settling Evening Industry Mentoring Social action voluntary work Apprenticeship group meetings	National Apprenticeship Week activities National Careers Week activities Social action voluntary work Apprenticeship group meetings Assemblies	APEX Day - July Progress Evening Form Time Activities Assemblies Social action voluntary work Apprenticeship group meetings

	Autumn Term	Spring Term	Summer Term
Year 13	Form Time Activities Assemblies Industry Mentoring Social action voluntary work Apprenticeship group meetings	National Apprenticeship Week activities National Careers Week activities Social action voluntary work Apprenticeship group meetings Assemblies	APEX Day - July Form Time Activities Assemblies Social action voluntary work Apprenticeship group meetings