



## Provider Access Process

**This policy is applicable to:** Driffield School and Sixth Form

**Intended audience:** External education and training providers

**Version:** 1.1

### POLICY MANAGEMENT

Policy Reviewer: Ruth Mortimer		Policy Approval by: requires approval of the governing body
Position: Co-ordinator of CEIAG		Date approved:
Contact number: 01377 253631		Effective date: July 2024
Email: ruth.mortimer@driffieldschool.org.uk		Next review date: January 2026

# Provider Access Process

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## **1. 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 apprenticeship 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 Yr 8 or 9 which are mandatory (to take place between the 1<sup>st</sup> September and 28<sup>th</sup> February during Yr 9). Year 10 and 11 will have two encounters that are mandatory (to take place between the 1<sup>st</sup> September and 28<sup>th</sup> February of Yr 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 Yr 12 and the 28<sup>th</sup> February of Yr 13).

## **Management of Provider Requests**

### **Procedure**

A provider wishing to request access should contact Ruth Mortimer, Co-ordinator of CEIAG.  
Telephone 01377 253631  
Email: [ruth.mortimer@driffieldschool.org.uk](mailto: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](http://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 are 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](mailto:holly.robinson@driffieldschool.org.uk) Holly will add it to our careers room, the careers library and communal display boards.

## 2. 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
<b>Year 7</b>	APEX Lessons Form Time Activities Assemblies Settling in 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 Annual Countryside Careers Fair – May
<b>Year 8</b>	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 Annual Countryside Careers Fair – May

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 9</b>	<p>APEX Lessons</p> <p>Form Time Activities</p> <p>Progress Evening</p> <p>Pathways Evening – Key Stage 4 Options event – November</p> <p>Year 9 Experience of workplaces – linked to sustainability and net zero</p> <p>Careers Fair – every two years</p>	<p>National Apprenticeship Week activities</p> <p>National Careers Week activities</p> <p>Assemblies</p> <p>Year 9 Experience of workplaces – linked to sustainability and net zero</p>	<p>APEX Lessons</p> <p>Form Time Activities</p> <p>Assemblies</p> <p>APEX Day – July</p> <p>Annual Countryside Careers Fair – May</p> <p>Year 9 Experience of workplaces – linked to sustainability and net zero</p>
<b>Year 10</b>	<p>APEX Lessons</p> <p>Form Time Activities</p> <p>Progress Evening</p> <p>Careers Fair – every two years</p>	<p>National Apprenticeship Week activities</p> <p>National Careers Week activities</p> <p>Assemblies</p>	<p>APEX Lessons</p> <p>Form Time Activities</p> <p>Assemblies</p> <p>APEX Day – July</p> <p>Annual Countryside Careers Fair – May</p>
<b>Year 11</b>	<p>APEX Lessons</p> <p>Form Time Activities</p> <p>Assemblies</p> <p>Sixth Form Open Evening</p> <p>One to One Transition Interviews</p> <p>Careers Fair – every two years</p>	<p>National Apprenticeship Week activities</p> <p>National Careers Week activities</p> <p>Progress Evening</p> <p>Assemblies</p>	<p>APEX Lessons</p> <p>Form Time Activities</p> <p>Assemblies</p> <p>APEX Day – July</p> <p>Annual Countryside Careers Fair – May</p>

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 12</b>	<p>Form Time Activities</p> <p>Assemblies</p> <p>Settling Evening</p> <p>Industry Mentoring</p> <p>Social action voluntary work</p> <p>Apprenticeship group meetings</p> <p>Careers Fair – every two years</p>	<p>National Apprenticeship Week activities</p> <p>National Careers Week activities</p> <p>Social action voluntary work</p> <p>Apprenticeship group meetings</p> <p>Assemblies</p>	<p>APEX Day - July</p> <p>Progress Evening</p> <p>Form Time Activities</p> <p>Assemblies</p> <p>Social action voluntary work</p> <p>Apprenticeship group meetings</p> <p>Annual Countryside Careers Fair – May</p>
<b>Year 13</b>	<p>Form Time Activities</p> <p>Assemblies</p> <p>Industry Mentoring</p> <p>Social action voluntary work</p> <p>Apprenticeship group meetings</p> <p>Careers Fair – every two years</p>	<p>National Apprenticeship Week activities</p> <p>National Careers Week activities</p> <p>Social action voluntary work</p> <p>Apprenticeship group meetings</p> <p>Assemblies</p>	<p>APEX Day - July</p> <p>Form Time Activities</p> <p>Assemblies</p> <p>Social action voluntary work</p> <p>Apprenticeship group meetings</p> <p>Annual Countryside Careers Fair – May</p>