



The Emmbrook School: Provider Access Policy

Approved by the Teaching, Learning and Student Committee of the Local Advisory Board

January 2023

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.

Pupil entitlement

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

Meaningful provider encounters

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



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Previous providers

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

- Bracknell and Wokingham College
- University of Hertfordshire
- Basingstoke College of Technology
- EBP
- Adviza
- Autoskills
- Altprov
- Poppy's Farm
- Jac
- Reading College
- Reading Football Club

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

The Emmbrook School Sixth Form
Reading College
Wokingham and Bracknell College
Henley College
Farnborough College
St Crispins Sixth Form
Holt Sixth Form
Bulmershe Sixth Form
Various Apprenticeships

Last year, our year 13 pupils moved to range of providers after school:

Royal Holloway University
University of Plymouth
Bath Spa University
Liverpool John Moore
University of Surrey
Queen Mary University London
University of Portsmouth
University of Warwick
Cardiff University
University of Nottingham
University of Southampton
University of Chichester
Lancaster University
Birmingham University



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Loughborough University
Nottingham Trent University
Oxford Brookes University
University of Reading
York St John University
Aberystwyth University
Swansea University
University of Kent
Various apprenticeships

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Barbara Martins Careers Lead

Email: BMartins@emmbrook.wokingham.sch.uk

Telephone: 01189784406

Opportunities for access

The school offers the six provider encounters required by law (marked in 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 pupils or their parents or carers.

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

	Autumn Term	Spring Term	Summer Term
Year 7	Embedded within curriculum lessons within subjects and during form time.	Embedded within curriculum lessons within subjects and during form time. National Apprenticeship Week – Form time session	Embedded within curriculum lessons within subjects and during form time. Adviza workshop – Aspirations setting the scene.
Year 8	Embedded within curriculum lessons within subjects and during form time.	Embedded within curriculum lessons within subjects and during form time. *Whole School assembly with employer*	Embedded within curriculum lessons within subjects and during form time. Adviza workshop – The workplace and labour market opportunities.



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		National Apprenticeship Week – Form time session	
Year 9	<p>Embedded within curriculum lessons within subjects and during form time.</p> <p>*Whole Year Group Employer Encounter in Assembly*</p>	<p>Year 9 Options Evening event with local employers and careers advisor present.</p> <p>Year 9 Options Workshops whole year</p> <p>National Apprenticeship Week – Form time session</p>	
Year 10	<p>Embedded within curriculum lessons within subjects and during form time.</p>	<p>Preparation for Interview Day (workshops).</p> <p>*Interview Day whole year*</p> <p>Weekly talks from local employers.</p> <p>National Apprenticeship Week – Form time session</p>	<p>Work Experience Placement (5 day)</p> <p>Visits to Colleges for tours (small groups).</p> <p>Year group assembly with Local Further Education College</p>
Year 11	<p>Meetings with Careers Advisors.</p> <p>Taster Day to include applying for apprenticeships and Visit to Basingstoke College of Technology (for vulnerable students).</p> <p>Taster Day to experience Post 16 A-level subjects.</p>	<p>Meetings with Careers Advisors.</p> <p>*Year group Assembly with Local Further Education College*</p> <p>Weekly talks from Local Employers.</p> <p>National Apprenticeship Week – Form time session</p>	
Year 12	<p>Meetings with Careers Advisor.</p>	<p>Weekly talks from Local Employers.</p>	*Work Experience Placement (5 day)*



		<p>Meetings with Careers Advisor.</p> <p>Progression evening for Parents/Students.</p> <p>National Apprenticeship Week – Form time session</p> <p>Assembly HE</p> <p>*Whole Year group employer talk*</p>	<p>Introduction to UCAS within assemblies/tutor sessions.</p> <p>Personal Statement Workshops.</p> <p>UCAS Careers Fair Visit</p>
Year 13	<p>Meetings with Careers Advisor.</p> <p>Progression sessions (non-UCAS route) in form time sessions.</p>	<p>Meetings with Careers Advisor.</p> <p>Weekly talks from Local Employers.</p> <p>National Apprenticeship Week – Form time session</p>	

The school policy on safeguarding [click here](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

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. The Resource Centre is available to all students at lunch and break times.



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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 by Local Advisors at Teaching, Learning and Student Committee

Next review: December 2023

Signed:

Chair of Governors: Mr Chris Rothwell

Signed:

Head teacher: Mr N McSweeney