ST JOHN FISHER
HARROGATE

Careers Provider Access Policy 2026-2027

Designated Staff Member: Mrs H Jackson

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Contents

1. Aims 3

2. Statutory requirements 3

3. Student entitlement 4

4. Management of provider access requests 5

4.1 Procedure 5

4.2 Opportunities for access 5

4.3 Premises and facilities 6

5. Monitoring arrangements 7

6. Associated policies 7

1. Aims

This policy statement sets out the Trust's arrangements for managing the access of education and training providers to students for the purpose of giving them information about the provider's education or training offer. 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 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. This complies with a school's legal obligations under Section 42B of the Education Act 1997.

2.A Provider Access Legislation

We are committed to meeting the requirements of the PLA. Introduced in Jan 2023, PAL specifies that schools must provide at least six encounters with providers of technical education or apprenticeships for all their students during school years 8- 13. We will ensure that we provide:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory or all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

Meeting the requirements of the PAL:

Our PAL policy outlines how requests for access are handled, our grounds for granting requests and gives details on the facilities available. We work with each provider to ensure they have the resources and support they need. The majority of our talks are in person, but we are very happy to facilitate virtual meetings. We are fortunate to be supported by a wide range of further, higher and technical institutions. Encounters include talks from York College, Harrogate College, Leeds City College, Askham Bryan, Leeds College of Building, Leeds Arts University and Leeds Beckett University. We have a comprehensive database of education providers and employers who support our careers programme. We work closely with York & North Yorkshire Combined Authority (YNYCA), our local Careers Hub to develop opportunities to increase awareness of all pathways.

Embedding PAL into our Careers Programme

In Years 8-13 all students will have at least one talk from a provider of technical education and/or apprenticeships. These encounters will be for a reasonable period of time and will take place during the school day.

Each talk will include:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- information about the careers to which those technical education qualifications or apprenticeships might lead
- a description of what learning or training with the provider is like
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships

Destinations

We are very proud of the destinations our pupils have gone on to. These include:

- Higher Education at a wide range of universities such as Leeds Beckett University, York St John and Northumbria who offer technical pathways.
- Further Education at specialist colleges such as Askham Bryan, Leeds College of Building and Leeds Arts University.
- Vocational Courses at colleges including York, Harrogate, Askham Bryan and Leeds City colleges and a wide range of apprenticeships
- Apprenticeships are secured across a range of industries. Recent examples include a Food Technology at Nestlé, Hospitality at Grantley Hall, Digital Marketing with Marketing Adventures and Engineering with BAM and BAE.

Full details on how to contact the Careers Department and how we work with external providers can be found on our website.

This policy shows how our Trust complies with these requirements at St John Fisher Catholic High School.

3. Student entitlement

All students in Years 8 to 13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses
- Students in Years 7-10 will follow a careers programme which is delivered by Form Tutors, Careers Staff and guest speakers through registration activities, assemblies and off-timetable events (as appropriate).
- All students will have access to face-to-face impartial guidance at individual point of need.
- Students also have careers lessons within PSHCE

- Students in Years 11 will follow a careers programme which is delivered by Form Tutors, Careers
- Staff and guest speakers through registration activities, assemblies and off-timetable events (as appropriate). All students will have at least one group session led by a careers adviser and can request an individual, impartial guidance meeting to support transition to post-16 provision
- Students in Year 12 will follow a careers programme focused on post-18 transition which is delivered by the Sixth Form Team, Careers and guest speakers through tutorials, assemblies and off-timetable events, (as appropriate).
- All students will have access to face-to-face impartial guidance at individual point of need
- Students in Year 13 will have access to impartial face-to-face guidance at individual point of need to support post-18 applications and careers management.

All students will be supported to:

- Acquire a general knowledge of and insight into the world of work together with specific knowledge and understanding of careers and opportunities appropriate to their own interest, abilities and aspirations as they progress through school.
- Gain knowledge of career sectors, labour market information
- Develop self-awareness of their own skills and strengths and their current work and how these impact on current and prospective career ideas
- Recognise and value their own abilities and present them in the most positive way
- Gain an understanding of how career choices impact their future economic wellbeing and how these fit into the demands of society at large
- Gain the career management skills to understand the importance of informed decision making and action planning in the short and long term
- Gain the career management skills to research and recognise suitable progression pathways and qualifications
- Prepare for smooth transition between different stages of their school and post school careers
- Attend regular in-school presentations (as appropriate) and the annual Careers evening to engage with external speakers/representatives from local, regional and national education institutions and businesses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact St John Fisher Catholic High School via Mrs Jackson, Careers Leader, to discuss how appropriate and relevant their visit may be.

Telephone: 01423 818516

Email: careersstaff@sjfchs.org.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.

These include:

- Cross-curricular careers activities within subject lessons
- Information evenings for parents/carers on Post 16 and Post 18 Options.
- Lunchtime talks led by employers, training providers and alumni
- Off timetable events such as the BBC Bitesize talks
- An annual careers evening to which providers are invited to talk to Year 9 to 13 students, and/or their parents/carers, about relevant opportunities related to the theme of the event e.g. STEM, Humanities, Languages, Business, Creative and Performing Arts.
- Sixth Form Conference where providers come into talk to students about study, training and employment opportunities
- In addition, we publicise events organised by providers and where appropriate take students to these as follows:
    - Year 9, 10. 11 and 12 students visit FE colleges for College Pathway courses, bespoke visits, open days and taster days
    - Year 9, 10. 11 and 12 students are informed about apprenticeship events such as the annual Leeds Apprenticeship Recruitment Fair

We can provide links to provider websites/prospectuses on the Careers Department section of the website; hard copies can be requested as appropriate. We can also provide students with factsheets and newsletters which include information on all providers as well as contact details.

All students have access to a qualified Career Adviser who offers impartial careers information, advice and guidance to help ensure students can make informed career decisions about their next steps. They support students with applications to other providers and where appropriate, liaise with providers to ensure a smooth and supported transition to further education and apprenticeships. A student can request an appointment at any time by emailing: careersstaff@sjfchs.org.uk, parents and carers are welcome to attend.

All students have access to a Careers Adviser who can support a request for work experience and establish links with employers to coordinate and promote work experience opportunities. Mrs Jackson can be contacted by emailing: careersstaff@sjfchs.org.uk

4.3 Safeguarding

Our child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

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

4.4 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Department via the main school reception, which will then be displayed and used within the Careers Department.

Access will be at the discretion of the school and will be judged on the nature of the provider, the appropriateness of the offering and the availability of the necessary space at a suitable time. Although access may be declined for a particular reason, it may be possible to agree an alternative arrangement.

5. Monitoring arrangements

The Trust's arrangements for managing the access of education and training providers to students at St John Fisher is monitored by Mrs Jackson. Careers Leader.

6. Associated policies

- Safeguarding/child protection policy
- Careers Department policy for CEIAG
- Curriculum policy