



# Tomlinscote School

## Careers Provider Access Statement

Policy Type:	Non-statutory
Approved by:	AQC
Effective from:	January 2023
Revision date:	January 2025

## **Introduction**

This policy statement outlines the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information, advice and guidance 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 7-11 are entitled to find out about Further Education establishments and qualifications, technical education qualifications and apprenticeship opportunities as part of an ongoing Careers programme. Tomlinscote's Careers Programme provides information on the full range of education and training options available at each transition point.

All pupils are entitled to hear from a range of local providers about the opportunities they offer, specifically including technical education and apprenticeships – through options events, assemblies, group discussions, taster events and insight talks. In addition, all pupils are entitled to understand how to make applications for the full range of academic and technical courses at key transition points.

For pupils of compulsory school age these technical education encounters are now mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (Year 8 to 9) and a minimum of two encounters for pupils during the 'second key phase' (Year 10 to 11).

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 as many meaningful encounters to all pupils as possible throughout each academic year. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils and will facilitate these encounters to make sure they are a two-way process and enable our pupils to interact with these providers.

## **Destinations of our pupils**

Our pupils go on to a range of post-16 progression pathways. Please see the designated section of our website for destinations information for the last three years. This can be found under the 'curriculum' tab within its sub-section 'Careers and Post-16 Progression'.

## **Management of provider access requests**

A provider wishing to request access to Tomlinscote students should contact:

Helene Livesey, Assistant Principal (CEIAG Lead)

Telephone: 01276 709050 (ext. 246)

Email: [hlivesey@tomlinscoteschool.com](mailto:hlivesey@tomlinscoteschool.com)

## **Opportunities for access**

Tomlinscote runs a comprehensive Careers Education programme throughout Years 7-11. Please see the 'Careers and Post-16 Progression' section of our website (under the main 'curriculum' tab) for details of this programme. In addition to the specified activities throughout the year, all year groups have access to assemblies and focus groups related to differing Careers and pathways. A provider wishing to request access to take part in this programme should contact Helene Livesey on the details above.

## **Premises and facilities**

The school will make the Main Hall, classrooms or meeting rooms available for discussions between providers 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 CEIAG Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant literature at the Learning Centre, which is run by the Learning Centre Manager and overseen by the Assistant Principal (CEIAG Lead). The Learning Centre is available to all students throughout the school day, including before and after school.

## **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](mailto:provideraccess@careersandenterprise.co.uk)