



HEADLANDS SCHOOL
SINCE 1965

Provider Access Policy

Written by	Assistant Head – Community
Creation date	Spring 2018
Adopted by Governors	Summer 2018
Reviewed date	Spring 2026
Next Review Date	Spring 2027

Headlands School

1. Introduction

This policy statement sets out the school'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. We are committed to meeting the requirements listed in the governments Careers Guidance and Access for Education and Training Providers Statutory Guidance (updated May 2025). This refers to legislation including:

Sections 42A1, 42B and 45A of the Education Act 1997

Section 72 of the Education and Skills Act 2008

Schedule 4 (15) of the School Information (England) Regulations 2008

2. Student Entitlement

Headlands School does this by:

- Providing students with independent careers guidance from year 8 to year 13 by a Level 6 trained advisor
- Ensuring that there is an opportunity for a range of education and training providers to access all students in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships
- Publishing our policy statement on the School website setting out our arrangements for provider access and ensuring that it is followed
- Using the Gatsby Benchmarks to improve careers provision
- Working with The Careers & Enterprise Company and other partners as part of the Hull and East Yorkshire Careers Hub
- Provide all students with at least six encounters with approved providers of apprenticeships and technical education e.g. Careers Fair, Aspiration Days, assemblies, taster days and workshops. These encounters will include at least 2 during the first key phase (Year 8 or 9), at least 2 during the second key phase (Year 10 or 11) which are mandatory to attend and at least 2 during the third key phase (Year 12 or 13) that are mandatory for the school to put on but optional for students to attend. All engagement will be tracked through Compass+
- We publish details of our careers programme on the website for young people and their parents including current Labour Market Information (LMI) data
- Students also have a 'Careers' Google Classroom which includes a wide range of up to date careers resources and LMI
- Ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- Identify a senior member of staff (Careers Leader) to advise the Senior Leadership Team and Governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders
- Set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning
- Encourage the involvement of learners themselves in the planning, delivery and evaluation of the careers programme

- Source and provide up-to-date information about occupations, fields of work, undergraduate courses and work experience
- Help learners understand and develop the necessary skills to equip them for whatever career path they choose
- Provide opportunities for learners to understand their competencies, aspirations and options through a variety of means, including personal discussion with the Careers Leader, Senior Leadership Team, teachers, tutors and the Future Skills Questionnaire
- Monitor and report on each student's 'Careers Journey' which will be informed by the wide range of IAG events that take place
- Evaluate these IAG events to ensure positive impact

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 students.

3. Management of Provider Access Requests

Procedure:

A provider wishing to request access should contact: Mr David Stamper, Careers Lead on 01262 676198 or david.stamper@headlandsschool.co.uk

Opportunities for access:

A number of events, integrated into the school's careers programme, will offer providers an opportunity to come into school (this could be virtually) to speak to students and/or their parents/carers. Please see this link:

<https://headlandsschool.co.uk/wp-content/uploads/2025/10/Headlands-School-Careers-Programme-2025-26.pdf>

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

The school policies on Safeguarding and visitors sets out the school's approach to allowing providers into school as visitors to talk to our students. These can be found on the school website.

4. Premises and facilities

The school will make the Main Hall, Sports Hall, LRC, or classrooms available for discussions between the provider and student(s), as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. The use of Google Classroom and Google Meet can also be arranged if required. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of the pastoral team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main reception or provide an electronic copy to be placed in the Careers Google Classroom.

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