



Star



Highfield
Leadership Academy

CAREERS PROVIDER ACCESS STATEMENT

Secondary setting

Highfield Leadership Academy



Document control

This document has been approved for operation within:	All Trust Secondary Schools		
Status	Statutory		
Owner	Star Academies		
Date effective from	September 2023	Date of next review	September 2024
Review period	1 Year	Version	7

Key information

Careers Leader	Phil Palfrey
Telephone	01253 965770
Email	Phil.palfrey@highfield.staracademies.org



Introduction

1. This statement sets out the school's arrangements for managing the access of careers 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

2. Pupils from Year 8 to Year 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
 - 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
 - understand how to make applications for the full range of academic and technical courses

Who is responsible for this statement?

3. The trust has overall responsibility for the effective operation of this statement and for ensuring compliance with the relevant statutory or trust framework. The trust has delegated day-to-day responsibility for operating the statement to Star Central, the local accountability board and the principal of each trust secondary school.
4. The local accountability board and senior leadership team at each trust secondary school has a specific responsibility to ensure the fair application of this statement and all members of staff are responsible for supporting colleagues and ensuring its success.

Management of provider access requests

5. A provider wishing to request access should contact:

Name	Phil Palfrey
Telephone	01253 965770
Email	Phil.palfrey@highfield.staracademies.org



Opportunities for access

6. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year Group	Autumn	Spring	Summer
Year 8	BAE Systems Roadshow event	Alumni event Training Providers & Colleges invited to speak to all pupils	Life skills
Year 9	Careers fair	Key stage 4 options event National Apprenticeship employer event	Training Providers & Colleges invited to speak to all pupils
Year 10	Careers fair	Training Providers & Colleges invited to speak to all pupils	World of work day Post-16 taster sessions
Year 11	Training Providers & Colleges invited to speak to all pupils Careers fair University visit	Mock interviews	Exam season

7. Pupils should speak to the careers leader to identify the most suitable opportunity for them.
8. It is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.
9. The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:
- two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
 - two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
10. In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example an FE college or training provider.
11. A provider, to whom access is given, must deliver an encounter that includes the following:
- 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.



- the full statutory guidance from DfE can be found at the 'Careers guidance and access for education and training providers'¹ page.

Premises and facilities

12. The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.
13. The school will also make available audio-visual 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.
14. 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 pupils at lunch and break times.

¹ <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>