

Provider Access Policy

September 2024 - 2025

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1. Aims

This policy statement aims to set out our College's arrangements for managing the access of training providers to students for the purpose of giving them information about the provider's education or training offer.

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 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

This policy shows how John Ferneley College complies with the legal obligations outlined in section 42B of the [Education Act 1997](#).

2. Student entitlement

All students in years 7 to 11 at John Ferneley College 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
- John Ferneley College will ensure that there are at least two encounters for pupils in years 8 or 9 with an apprenticeship or training provider that are mandatory for all pupils to attend
- John Ferneley College will ensure that there are at least two encounters for pupils during years 10 or 11 with an apprenticeship or training provider that are mandatory for all pupils to attend
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies, tutor time activities and taster events
- Understand how to make applications for the full range of academic and technical courses

3. Management of provider access requests Procedure

A provider wishing to request access should contact, Lindsey Geraghty Head of Futures

KS4 (lgeraghty@johnferneley.org) or Samantha Stanley Head of Futures KS3

(sstanley@johnferneley.org) Telephone: 01664 565901

Opportunities for access

A number of events, integrated into John Ferneley College's careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. John Ferneley College offers a number of opportunities for pupils and their parents to find out more information about the world of work, career opportunities, education and training beyond John Ferneley College. Please speak to Lindsey Geraghty Head of KS4 Futures or Sann Stanley Head of KS3 Futures to identify the most suitable opportunity for you.

Year 7		
Autumn Term	Spring Term	Summer Term
<p>Tutor time activities:</p> <ul style="list-style-type: none"> • Labour Market Information and Quiz • NHS Careers competition (WK1 – launch, WK2 Job role research, WK3 advert design) • Green Careers week (6th-11th Nov) • Storehouse/Age UK charity donation assembly <p>Careers within the Curriculum - Subjects</p> <ul style="list-style-type: none"> • All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments 	<p>Tutor time activities:</p> <p>Understanding and developing employability skills</p> <ul style="list-style-type: none"> • Students will have sessions delivered that concentrate on employability skills, each session will focus on one skill separately. (x3) • National Apprenticeship week (10th-14th Feb) • National Careers week (3rd – 8th Mar) • Unifrog launch video and passwords given <p>National Apprenticeship Week</p> <ul style="list-style-type: none"> • To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills. • Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships. <p>Aim to get an apprentice in to discuss apprenticeships with students through ASK or local businesses (MARS)</p> <p>National Careers week</p>	<p>Tutor time activities:</p> <ul style="list-style-type: none"> • Students will have sessions delivered that concentrate on employability skills, each session will focus on one skill separately (x5) • Part 1 – University experience assembly ‘ The benefits of H.E’ <p>Careers within the Curriculum - Subjects</p> <ul style="list-style-type: none"> • All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments • All year university campus visit

	<p>Students will take part in various tutor activities throughout the week focusing on the world of work and career pathways.</p> <p>Benchmark 5</p> <p>Careers within the Curriculum - Subjects</p> <p>National Careers Week</p> <ul style="list-style-type: none"> • Students will have access to employer led career talks and assemblies throughout the week. • Aim to also look at employer links and focus in subject areas during this week • Careers Champion will lead their subject areas in developing lessons careers within each department area to all year groups. <p>Benchmark 5</p>	
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Year 8		
Autumn Term	Spring Term	Summer Term
<p>TUTOR TIME ACTIVITIES</p> <ul style="list-style-type: none"> • Labour Market Information and Quiz • Green Careers week • Storehouse/Age UK charity donation assembly • Career of the Week – Primary Sector focus 	<p>TUTOR TIME ACTIVITIES:</p> <ul style="list-style-type: none"> • Unifrog Re-Launch video and passwords • Career of the week – Secondary Sector focus • National Apprenticeship Week • National Careers Week <p>National Apprenticeship Week</p>	<p>TUTOR TIME ACTIVITIES:</p> <ul style="list-style-type: none"> • Focus on the changing job market and a review of LMI • Career of the week – Tertiary and Quaternary Sector focus • Skills review pre-Enterprise day <p>Careers within the Curriculum - Subjects</p>

Benchmark 3 and 8

Careers within the Curriculum -
Subjects

- All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments
- For example, in health and social care – students interested in a teaching or early years field – talks and opportunities explained

- To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills.
 - Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships.

Aim to get an apprentice in to discuss apprenticeships with students through ASK or local businesses(MARS)

National Careers week
Students will take part in various tutor activities throughout the week focusing on the world of work and career pathways.

Benchmark 5

Careers within the Curriculum -
Subjects

- All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments
- For example, in health and social care – students interested in a teaching or early years field – talks and opportunities explained

National Careers Week

- Students will have access to employer led career talks and assemblies throughout the week.

- All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments
- For example, in health and social care – students interested in a teaching or early years field – talks and opportunities explained

- All Year group opportunity to take part in Enterprise day

	<ul style="list-style-type: none"> • Aim to also look at employer links and focus in subject areas during this week • Careers Champion will lead their subject areas in developing lessons careers within each department area to all year groups. <p>Benchmark 5</p>	
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Year 9		
Autumn Term	Spring Term	Summer Term
<p>TUTOR TIME ACTIVITIES</p> <ul style="list-style-type: none"> • Labour Market Information and Quiz • Green Careers week • Storehouse/Age UK charity donation assembly • Post 14 – Option pathways • Information about apprenticeships, T levels, higher technical qualifications <p>Careers within the Curriculum - Subjects</p> <ul style="list-style-type: none"> • All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments • For example, in health and social care – students 	<p>TUTOR TIME ACTIVITIES</p> <p>OPTIONS PROCESS Students will be discussing options at home and with tutor. Completing forms and handing in choices. Deadline Friday 17th February.</p> <p>National Apprenticeship Week</p> <ul style="list-style-type: none"> • To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills at all levels • Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships. <p>Aim to get an apprentice in to discuss apprenticeships with students through ASK or local businesses</p>	<p>TUTOR TIME ACTIVITIES</p> <ul style="list-style-type: none"> • Unifrog – Activities relating to future career/job choices • LMI Updates • Career of the week – Focus on local employers • All Students to have the opportunity to take part in Public services day/ post 16 marketplace event which is held in June <p>Careers within the Curriculum - Subjects</p> <ul style="list-style-type: none"> • All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments • For example, in health and social care – students interested in a teaching or

<p>interested in a teaching or early years field – talks and opportunities explained</p> <ul style="list-style-type: none"> • Unbox your future employer engagement project - TBC 	<p>National Careers week Students will take part in various tutor activities throughout the week focusing on the world of work and career pathways.</p> <p>Benchmark 5</p> <p>Careers within the Curriculum - Subjects</p> <ul style="list-style-type: none"> • All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments • For example, in health and social care – students interested in a teaching or early years field – talks and opportunities explained <p>National Careers Week</p> <ul style="list-style-type: none"> • Students will have access to employer led career talks and assemblies throughout the week. • Aim to also look at employer links and focus in subject areas during this week • Careers Champion will lead their subject areas in developing lessons careers within each department area to all year groups. <p>Benchmark 5</p> <p>Options Marketplace evening Student and parents can gather information about all the different subjects they could choose and also have conversations with subject</p>	<p>early years field – talks and opportunities explained</p>
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	<p>teachers. Local post 16 providers will be in attendance.</p> <p>Meet the year 9 tutor event</p> <p>This is an opportunity for students and parents to talk to their tutor. This could be about option choices but not limited to.</p>	
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KS3 Intent:

The aim for this year is to ensure that there is a broad careers education for all the students at John Ferneley and that they feel confident and prepared for their next steps. There are some activities which have not yet been added into this programme as they are not yet confirmed:

- Employer led assemblies in National Careers week is an aim but the employers need to be confirmed, also whether they will be attending KS3 assemblies.
- Subject career activities are taking place across the school – this will be collated separately from this – for example Business Students have the opportunity to take part in a Q&A with a Corporate Lawyer
- Employer links: This needs to be developed in all subject areas, Careers Champions to facilitate
- Enterprise day – Year 8 to further develop their employability skills from Year 7
- Career of the week will continue to be delivered in tutor sessions and/or published in the weekly newsletter
- Student, teacher and parent feedback to review activities and events
- Each curriculum area will also have Career Champions who will then have access to some more bespoke and in-depth training from Unifrog in the Autumn term.
- There will also be HOD Unifrog training so that each subject area increases their confidence using this platform and increases their knowledge of how their subject links with new careers/jobs.

The Career Champions will be responsible for:

- Visual displays and career information in their subject areas and zones.
- Act as a triage for students, directing them to career and pathway information
- Monitor the teacher and student use of Unifrog within their areas
- Recruit student career ambassadors for their zone
- Ensure that all teachers in their area are aware of any career activities or events happening in school
- Collate SOW from subject areas and highlight any career delivery
- Encourage subject areas to get one guest speaker each term?

Planning for a Careers Library in the new build, discussions have already begun with the

librarian and she has been and visited another school to see how they incorporate careers information into the library.

KS4 Careers Curriculum Overview and Intent 2024-5

Year 10		
Autumn Term	Spring Term	Summer Term
<p>Programme of Study:</p> <p>Tutor time activities:</p> <ul style="list-style-type: none"> Following the STEPS booklet which links to the cdi framework: <ul style="list-style-type: none"> - Exploring possibilities - World of work – what employers want - Work and lifestyle - Rights and responsibilities - World of work – responsible employers <p>Careers within the Curriculum - Subjects</p> <ul style="list-style-type: none"> All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed. All of this is collated separately from departments For example, in health and social care – students interested in a teaching or early years field – talks and opportunities explained there has been a relaunch of the career champions in each area and the aim is that this is a focus in each of the 	<p>Programme of Study:</p> <p>Tutor programme</p> <p>Following the STEPS booklet:</p> <ul style="list-style-type: none"> - Developing personal sales pitch - Managing your money - Thinking ahead to post 16 - Different qualifications and levels <p>Networking: (external event)</p> <ul style="list-style-type: none"> Focus on speed networking with a range of businesses – understanding LMI and speaking to a range of businesses to understand both the qualifications and skills needed for the role – March. They are likely to be off timetable for three lessons so will also focus on Unifrog and exploring options and pathways on here <p>This will be continued this year as it was really successful</p> <p>Benchmark 5 and 6</p> <p>National Apprenticeship Week</p> <ul style="list-style-type: none"> To give students an introduction to apprenticeships and 	<p>Programme of Study:</p> <p>Tutor programme:</p> <p>Following the STEPS booklet:</p> <ul style="list-style-type: none"> - Application skills <p>We will continue with this and may use the STEPS 5 one in the summer term as it is difficult to complete this with year 11 due to the other commitments that they have regarding destinations</p> <p>Careers Advice and Guidance Interviews</p> <ul style="list-style-type: none"> All students during year 10 or 11 will have a 1:1 guidance meeting looking at career ideas, post 16 options, grades, post 18 pathways and apprenticeships. These will start for year 10 in the summer term <p>Benchmark 1, 3 and 8</p> <p>Pathways</p> <ul style="list-style-type: none"> In PSHE lessons pathways post 16 will be launched with

<p>department meetings and there will be more subject specific enrichment this year</p> <p>Benchmark 4</p> <p>Unifrog – this is our online platform. Year 10 have been using this, but there will be a relaunch of Unifrog to all students and a focus on how they can use this effectively to help with their post 16 plans and pathways – the aim this year is to utilise this further and to set challenges for students but also to involve home a little more with the parent log in</p>	<p>the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills.</p> <ul style="list-style-type: none"> • Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships. <p>Aim to get an apprentice in to discuss apprenticeships with students through ASK or local businesses</p> <p>To have an apprenticeship workshop in NAW for students who are looking at an apprenticeship post 16</p> <p>Benchmark 5</p> <p>National Careers Week</p> <ul style="list-style-type: none"> • Students will take part in various tutor activities throughout the week focusing on the world of work and career pathways. • Students will have access to employer led career talks and assemblies throughout the week. • Aim to also look at employer links and focus in subject areas during this week <p>Benchmark 5</p> <p>ASK assembly – launch assembly to introduce apprenticeships and the opportunities – this will be the week prior to NAW</p>	<p>personal statements and CVs explained. There will be increased time spent on this following feedback</p> <p>Tutor sessions</p> <ul style="list-style-type: none"> • Focus on the importance of interview technique in preparation for college/apprenticeship/work interviews. Following the STEPS booklet <p>Post 16 marketplace</p> <ul style="list-style-type: none"> • A post 16 marketplace event with our local colleges and post 16 providers which allows students to access a range of information and guidance to help to inform choices – this is always really successful and is expanding – there were more providers this year than before <p>Year 10 information evening:</p> <ul style="list-style-type: none"> • This is an opportunity to speak with parents and carers regarding post 16 options and to ensure that they have a booklet which covers key aspects for post 16 pathways alongside financial aspects – eg National Insurance and transport to college
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Autumn Term	Spring Term	Summer Term
<p>Programme of Study:</p> <p>Interview Preparation Assembly</p> <ul style="list-style-type: none"> • Students gain information on upcoming college interviews, expectations, format and preparation to ensure they are well prepared for a 1-1 interview. LEBC to lead this <p>Benchmark 3</p> <p>Assemblies Students have a range of assemblies from local colleges regarding post 16 options throughout this term – this is both colleges and other post 16 provision/apprenticeships etc. For example, this term we have already had assemblies from Iveshead and Harington. Loughborough college are coming into school in November.</p> <p>Careers interviews</p> <ul style="list-style-type: none"> • Students have access to speak on a 1-1 basis with the Careers Adviser prior to applications to gain further advice and guidance. All students will have a 1:1 careers interview and can have a follow up interview if requested. • This will be triaged to focus on areas of interest and need 	<p>Programme of Study:</p> <p>NCS Assembly - National Citizen Service</p> <ul style="list-style-type: none"> • For students to gain information about summer placements which gives them opportunities to develop life skills, make them more career ready, gain UCAS points, build confidence and challenge them – aim is to launch in the Autumn term but have emailed and they are not certain when the assemblies will happen so likely to be spring term. We will hopefully run this again but the challenge with this is the funding for ncs. Due to funding they had to scale everything back last year and this meant there was no assembly and the offering has altered for students. <p>National Careers Week</p> <ul style="list-style-type: none"> • Employer engagement - Students have access to an employer led assembly during this week. • Aim for employer led career talks - Students have the opportunity to gain information about key skills employers look for. <p>Benchmark 5</p> <p>Tutor time:</p> <p>To use the STEPS booklets which link to the cdi framework</p>	<p>Programme of Study:</p> <p>Tutor time:</p> <ul style="list-style-type: none"> • To focus on the STEPs booklets – focus on next steps and looking ahead – if time allows – they are good at looking at transition but I am aiming to put together a transition pack to help to prepare for their post 16 journey as I think that this would be more suitable • To use the Unifrog tools of how to revise and the importance of revision and planning (this is also covered in their PSHE lessons)

Benchmark 3 and 8

Early intervention, key groups, college applications (Thursday evening)

- To support students who need help throughout their post 16 applications by providing 1-1 guidance and support from key members of staff.
- Students will be more likely to apply to post 16 providers, feel more confident about their interviews and reduce the risk of becoming NEET.
- This will be in conjunction with SENCO and our school pathways link. Will this year strengthen our communication of futures KS4 lead and SEND team to ensure that students have the support that they need. We also have the study room which is staffed by our Futures leads Wednesday and Friday lunchtimes and can offer support for applications/post 16

Benchmark 1 and 3

Tutor time activities

Futures tutor time once a week – focus on post 16 options and choices – eg local colleges and different subject/qualification choices

Also, key information regarding open days and events

Focus on the changing job market and a review of LMI

The importance of network and networking

The emergence of 'new' jobs and roles and what will be important

Aim here when possible to link with employers and also as needed local colleges

National Apprenticeship Week

- To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills.

- Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships.

Benchmark 5

Intent:

The aim for this year is to ensure that there is a broad careers education for the students at John Ferneley and that they feel confident and prepared for their next steps. There are some activities which have not yet been added into this programme as they are not yet confirmed:

- Employer led assemblies in National Careers week is an aim but the employers need to be confirmed – this was successful last year and the aim is to continue and expand this year
- ASK support with apprentice ambassador for national apprenticeship week and also workshop for some students taking an apprenticeship route
- Subject career activities are taking place across the school – this will be collated separately from this – for example student talks about getting into teaching, early years
- Employer links: to continue to extend these and also to extend links with Iveshead
- Hopefully with these we will be able to offer bespoke work experience opportunities
- Careers fairs – eg there is a health career fair at Leicester hospital but the dates are not yet confirmed
- Continuation

Safeguarding

The College's policy on safeguarding, which can be found on our website, clearly sets out our approach to allowing providers into school as a visitor to talk to our students and/or parents.

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

Premises and facilities

John Ferneley College will make the auditorium, sports hall, classrooms or private meeting rooms available for presentations or discussions between the provider and students, as appropriate to the activity.

We will also make sure audio-visual equipment and any other specialist equipment is available to support the provider's presentation. This will all be discussed and agreed in advance of the visit with the Head of Futures and the Estates Manager.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Head of Futures who will display them within the student's home zones. The Zones are open to students at break times and lunchtime for students to have access to these materials.

4. Monitoring arrangements

This policy will be reviewed by the Futures Lead annually or in response of a change in legislation. At every review the policy will be approved by the Quality of Education Committee in consultation with the Link Trustee for Careers.