

Heckmondwike Grammar School

Policy: Provider Access Policy Statement

Status: Statutory

Last revision by: S Keddy

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Action	Date	By whom
On secure website	September 2025	DJN
On public website (if applicable)	September 2025	JDN
In review schedule	June 2026	SLK

Provider Access Policy Statement

Introduction

This policy statement sets out Heckmondwike Grammar 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. This complies with the school's legal obligations under Section 42B of the Education Act 1997 and the 'Baker Clause' of the 'Careers Guidance and Access for Education and Training Advisers' (2021).

Student entitlement

Students in years 8-13 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

At Heckmondwike Grammar School, this statutory student entitlement is extended to all year groups, from years 7-13 inclusive

Management of provider access requests

Procedure and Named Careers Leader

A provider wishing to request access should contact:

Mrs Shereen Keddy-Quartermain
Assistant Headteacher
Telephone: 01924 402202;
Email: skeddy@heckgrammar.co.uk

The school also employs two experienced Careers advisers as Careers and Work-related Learning Advisers who are both qualified to Level 7.

They can be contacted via careersteachers@heckgrammar.co.uk.

Heckmondwike Grammar School is required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see below). In addition, schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

The 6 encounters schools must offer to all students in years 8 to 13

Schools must offer:

- 2 encounters for students during the 'first key phase' (years 7 and/or 8)
 - All students must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for students during the 'second key phase' (years 9, 10 and/or 11)
 - All students must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for students during the 'third key phase' (years 12 and/or 13)
 - Students can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

We welcome approaches from external providers who can contribute to the school fulfilling its statutory responsibilities.

We would require the following information:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

Opportunities for access

A number of events, integrated into the school's careers programme, will offer providers an opportunity to visit the school to speak to students and/or their parents:

Year group	Autumn term	Spring term	Summer term
Year 7	Participating in the career's curriculum throughout the year. Delivered during Tutorial Period and providing opportunity to engage with employment, as well as FE and HE institutes.	Introduction to the careers team and LMI assembly Employer-based careers programme integrated into the curriculum - a variety of employers visit the school to talk to year 7 students about a range of sector areas to broaden horizons and raise aspirations. Extended assembly, featuring a careers panel. Employer support is particularly valued here. Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.	
Year 8	Participating in the career's curriculum throughout the year. Delivered during Tutorial Period and providing opportunity to engage with employment, as well as FE and HE institutes.	Students have decision-making sessions, covering a full range of employment, education and apprenticeship opportunities. Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.	



		Decision-making sessions run between January and March. Support sessions on KS4 options, including a parents' information evening. Introduction to Higher Education assembly.	
Year 9	Participating in the career's curriculum throughout the year. Delivered during Tutorial Period and providing opportunity to engage with employment, as well as FE and HE institutes.	Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.	
Year 10	Participating in the career's curriculum throughout the year. Delivered during Tutorial Period and providing opportunity to engage with employment, as well as FE and HE institutes.	Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.	Bespoke employment and employability skills programme, including mock employment interviews. Several major employers and HEIs currently involved, but further input most welcome. The Progression Conference, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers. Mock employment interviews for all of year 10 in July. Employer support welcome.



			Year 10 'Experience of Work' Week in July. Employer support for placements and other work-related provision welcome.
Year 11	All year 11 students have an impartial Post-16 Options guidance session. All year 11 students receive an impartial Careers interview in year 11 in the autumn term or very beginning of the Spring term to check students are aware of all of their options including apprenticeship and technical options. Participating in the career's curriculum throughout the year. Delivered during Tutorial Period and providing opportunity to engage with employment, as well as FE and HE institutes.	Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.	
Year 12	Parents' information evening in September. Universities, employers and training providers are regular visitors to inform students about access schemes, personal statements and apprenticeship or training schemes. Employment sector and work-related learning preparation talks.	Employment sector-related talks. All year 12 students receive an impartial guidance interview in the Spring or Summer term to ensure they are aware of all their options including technical, apprenticeship and employment-based routes.	All year 12 students receive an impartial IAG appointment in the Spring or Summer term to ensure they are aware of all their options including technical and apprenticeship routes. Year 12 'Experience of Work' Week in July. Employer support for placements and other work-related provision



	LMI and employability focus in Tutorial sessions, including auditing employability skills and building a student profile. Participating in the career's curriculum throughout the year. Delivered during Tutorial Period and providing opportunity to engage with employment, as well as FE and HE institutes.	Alumni-mentoring programme. Cohort of year 12 students participate in a mentoring programme with HGS alumni. Employer input particularly valued.	The Progression Fair, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers. This is part of a wider, Progression Conference that includes workshops and talks from a range of relevant post-18 providers, including employers, apprenticeship providers and universities. There is also an accompanying parents' information evening. Parents' progression information evening in July.
Year 13	Universities, employers and training providers are regular visitors to inform students about access schemes, personal statements and apprenticeship or training schemes. Interview preparation sessions for academic courses, MMIs and employment interviews. Participating in the career's curriculum throughout the year. Delivered during Tutorial Period and providing opportunity to engage with employment, as well as FE and HE institutes.	A series of focussed workshops covering all aspects of employability including apprenticeships and technical education with a range of external specialists and local employers speaking to students about employability skills. Provider input is particularly welcome in supporting this programme. Employer-led interview preparation workshops. HE and student finance talks for students and parents.	The Progression Fair, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers.

The above is indicative of our provision. Further details are in the Careers Strategy statement and on the Careers pages of the school's website.

The Academy policy on safeguarding sets out the Academy's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The Academy may make the main Swann Hall, sports hall, Hutton drama studio, Jo Cox Centre, classrooms, or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy 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.

The Academy makes extensive use of Microsoft Teams software and may be able to accommodate remote visits and talks, in addition to in-person visits.

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 Careers and HE Advisers.

The Resource Centre is available to all students at lunch times, or by appointment with a Careers Adviser. All year groups have dedicated drop-in days and times.

Links to other documents

- Safeguarding policy
- Careers Strategy
- Careers Policy
- Work Experience Policy