

Provider access policy statement

Hallmoor School



Approved by:	Nicola Crookshank	Date: 16.10.2025
Last reviewed on:	16.10.2025	
Next review due by:	16.10.2026	

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1. Aims

At Hallmoor School, we aim to provide all pupils from year 8 to 14 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a provider who is given access

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 9 to 14 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 pupils in years 9 to 14 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- The [Skills and Post-16 Education Act 2022](#)
- 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.

3. Pupil entitlement

All pupils in years 9 to 14 at Hallmoor School are entitled to:

- Find out about further education training, 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
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or attending PSHE and/or careers lessons.
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

At Hallmoor School we fully support the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships.

Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Pupils in year 9

All pupils in these year groups are offered, as a minimum:

- 1 encounter with education and training providers. This will be at the annual career's fayre.

Pupils in year 10,11,12,13,14

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers This will be at the annual career's fayre and work experience week.

3.1 Meaningful encounters with providers

Our school is committed to providing meaning encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

Whole School	Primary (Reception to year 6)	KS3 (year, 7, 8 & 9)	KS4 (year 10 & 11)	6 th Form (year 12, 13 & 14)
<p>•At Hallmoor School we aim to inspire and prepare our students to meet their fullest potential, by providing them with the skills needed to support independent living, further education and employment.</p> <p>We support this by taking part in national events such as national careers week and national apprenticeship week. In addition to this we also have an age-appropriate curriculum as outlined in this document.</p>	<p>During this time pupils will take part in the following activities:</p> <ul style="list-style-type: none"> •What is a job •Jobs in the community •What do I want to do when I grow up? •What skills do I have •Improve reading and writing skills using the read write inc. programme •What is money & why do we need it? •Recognising money •At least 1 class trip per year to include careers focussed discussions with employers and employees 	<p>•During this time, pupils will consolidate the skills learnt in primary as well as:</p> <ul style="list-style-type: none"> •Teamwork skills •At least 1 speaker into school each year to discuss their employment field •At least 1 class trip per year that includes specific careers questioning •Careers and jobs myth busting •Saving money, borrowing money & budgeting skills •Year 9 students to attend careers fayre and options afternoon •Year 9 students to have 1:1 meeting with independent careers advisor 	<p>•During this time, pupils will consolidate the skills learnt in previous phases as well as:</p> <ul style="list-style-type: none"> •Attend careers fayre •Attend options afternoon •Take part in options lessons Monday to Thursday afternoons •1:1 meeting with independent careers advisor •Take part in work experience week <p>Students and their parents/carers to be given information of open evenings at colleges around the city</p> <p>Students, their parents/carers to discuss with class teachers in EHCP meetings post 16 education options</p> <p>CV writing</p>	<p>•During this time, pupils will consolidate the skills learnt in previous phases as well as:</p> <ul style="list-style-type: none"> •Attend careers fayre •Attend options afternoon •Take part in options lessons Monday to Thursday afternoons and vocational lessons on Friday •1:1 meeting with independent careers advisor •Take part in work experience week •Students and their parents/carers to be given information of open evenings at colleges around the city •Students, their parents/carers to discuss with class teachers in EHCP meetings post 16 education options <p>Attend college block placement on Friday mornings</p> <p>CV writing</p> <p>Mock interviews</p>

Requests for access should be directed to Clare Devenny and Pardeep Kairo, Careers Leaders. They may be contacted by email at: c.devenny@hallmoor.fet.ac p.kairo@hallmoor.fet.ac or by telephone on: 0121 803 1620.

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

4.3 Opportunities for access

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or PSHE lessons, and Careers or Raising Aspirations events that Hallmoor School is arranging. Students may also travel to visit another provider as part of the trip to be organized in partnership with Hallmoor School.

Details of premises or facilities to be provided to a person who is given access

Hallmoor School will provide an appropriate room or assembly hall to be agreed in advance. Our rooms have computers, projectors and screens available. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organize this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

4.4 Live online encounters

Live/Virtual encounters

Hallmoor School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

4.6 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. You can find the policy at www.hallmoor.fet.ac

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

4.7 Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our admin office.

Providers will be met and supervised by a member of staff who will facilitate their visit.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. Parental involvement is encouraged, and parents may be invited to attend some of the events hosted by school to meet external providers.

If you would like to speak to the school about encounters with providers, please contact Pardeep Kairo (deputy head teacher), email: p.kairo@hallmoor.fet.ac

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

6. Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Include a list of previous providers who have visited your school.

Providers who have been invited to Hallmoor School to date include:

South and City College Birmingham

Trinity Specialist College

Heart of Birmingham Vocational College (HBVC)

Mencap

Nova Training

Birmingham Metropolitan College (Bmet)
Solihull College & University Centre
Glasshouse College
Skills Tank from Care First
The Hive College

7. Pupil destinations

South and City College Birmingham
Trinity Specialist College
Heart of Birmingham Vocational College (HBVC)
Mencap
Birmingham Metropolitan College (Bmet)
Solihull College & University Centre
The Hive College
Apprenticeships through an employer

8. Complaints

Any complaints about this policy should be raised to Pardeep Kairo (deputy head teacher), email: p.kairo@hallmoor.fet.ac who will take any necessary actions.

9. Links to other policies

- Hallmoor School policies can be found following this link:
- <https://hallmoor.fet.ac/key-information/policies/school-policies/>

10. Monitoring arrangements

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager. This policy will be reviewed by the leadership team annually and approved by the governing board at every review.