

HEREFORDSHIRE PUPIL REFERRAL SERVICE



PROVIDER ACCESS POLICY

Status	Statutory
Responsible Management Committee (MC)	CAW
Date last approved by MC	17 November 2022
Responsible Person	Headteacher
To Review Date	November 2023
Last Amended Date	January 2021

Aim

This policy statement sets out HPRS's arrangements for managing the access of providers to pupils at our centres for the purpose of giving them information about the provider's education or training offer.

HPRS ensures that all pupils in years 7-11 have opportunities 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;
- Understand how to make applications for the full range of academic and technical courses.

Management of provider access requests procedure

A provider wishing to request access should contact:

NAME: James Bowdler, Headteacher

PHONE: 01432 274485

EMAIL: ks4admin@hprs.hereford.sch.uk

Opportunities for Access

Events integrated into our careers programme will offer providers an opportunity to come into the centre(s) to address pupils. However, due to the nature of HPRS and the small number of pupils we have on roll, such events will be flexible to address the needs of particular pupils. Please address your offer to the above-named contact who will be able to suggest an appropriate date(s) to visit and to outline in greater detail an appropriate programme to suit the particular needs of our pupils

	Autumn Term	Spring Term	Summer Term
Year 7 & 8	Consider the world of work through PHSE lessons	Alternative provision to experience different working environments	Visit from an employer
Year 9	tutor group opportunities - employability skills	Key Stage 4 options event	Careers workshop Visit from an employer
Year 10	House group opportunities - employability skills Work experience	Networking event with providers and employers Work experience	Work experience preparation sessions Work experience 3 Colleges Open Day
Year 11	Individual IAG Networking event with providers and employers Mock Interview Process – links with external providers	Visits to colleges Apprenticeships – support with applications	Post-16 taster sessions

Premises and facilities

HPRS will make available rooms for discussions between the provider and pupils, as appropriate to the activity. HPRS will also make available equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the careers co-ordinator and/or other staff at the unit. Providers are welcome to leave a copy of their prospectus or other relevant course literature.

Safeguarding

HPRS policy on Safeguarding sets out our approach to allowing providers onto site as visitors to talk to our pupils. We will provide details of the policy to any providers coming onto the sites.