Provider Access Policy Statement

At Hazrat Khadijatul Kubra Girls' School

Approved by:	Trustees	**Date:** 10.10.2025
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1. Aims

Hazrat Khadijatul Kubra Girls' School is committed to providing all pupils from Year 8 to Year 13 with meaningful opportunities to explore a wide range of future pathways.

This policy sets out the school's arrangements for managing access for education and training providers who wish to inform pupils about technical education, apprenticeships and approved qualifications. It outlines:

- Procedures for requesting access
- Grounds for granting or refusing access
- Facilities available to providers

Our aims are to:

- Develop pupils' knowledge of all career pathways, including technical routes and apprenticeships
- Support pupils in making informed choices about their future
- Reduce drop-out rates and prevent pupils becoming NEET
- Ensure impartial, balanced information is available to all pupils

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 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 pupils in years 8 to 13 (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:

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- 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 8 to 13 at HKKG 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, e.g. through activities and events such as options events, assemblies and taster events
- 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.

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 8 and 9

All pupils in these year groups are offered:

- 2 encounters with education and training providers e.g. university visits as part of competitions as well as other projects to expose young people to higher education.
- Encounters with professionals from the sphere of Education, NHS, Sports and the Armed Services.
    - All pupils must attend
    - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Pupils in year 10 and 11

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

- 2 encounters with education and training providers e.g. university visits as part of competitions as well as other projects to expose young people to higher education.
- Encounters with professionals from the sphere of Education, NHS, Sports and Engineering
    - All pupils must attend

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- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

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

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Mrs N. Ellahi, the Head Teacher in the first instance who will direct the provider to the Personal Development and Careers Co-Ordinator, Miss Marjan Ahmad.

Telephone: 01217737496

Email: nida.ellahi@hkkg.bham.sch.uk

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

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our careers leader: Marjan Ahmad to identify the most suitable opportunity for you.

4.4 Live online encounters

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We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

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 on our website..

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 Assistant A.Khanom.

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 in the form of a letter through ISAMs and School text message system.

If you would like to speak to the school about encounters with providers, please contact the school at enquiries@hkkg.bham.sch.uk.

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

6. Previous providers

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

Local Sixth Form Providers.

Apprenticeship Providers

7. Pupil destinations

In recent years our pupils have moved to:

- Bordesley Green Girls' School,
- Swanshurst Girls' School,
- Joseph Chamberlain Sixth Form College
- Solihull Sixth form college.

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8. Links to other policies

Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy
- Equality and diversity Policy
- SEND Policy

9. Monitoring arrangements

Our school's arrangements for managing the access of education and training providers to pupils are monitored by Mrs N. Ellahi

This policy will be reviewed by Mrs N.Ellahi annually and approved by the governing board at every review.

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