



The Tiffin Girls' School

PROVIDER ACCESS POLICY STATEMENT

REVISED June 2023

Introduction

1. This policy statement sets out the school's arrangements for managing the access of providers to the school's students for the purpose 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.

Student entitlement

2. All 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 events, assemblies and group discussions and taster events
 - to understand how to make applications for the full range of academic and technical courses
3. For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during Key Stage 3 (Year 8 to 9) and two encounters for students during Key Stage 4 (Year 10 to 11). For students in Key Stage 5 (Year 12 to 13), there are two more provider encounters available during this period, which are optional for students to attend.
4. These provider encounters will be scheduled during main school hours and the provider will be given a reasonable amount of time to, as a minimum:
 - share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
 - explain what career routes those options could lead to
 - provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
 - answer questions from students

Meaningful provider encounters

5. One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#).
6. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Previous Providers

7. Providers who have previously been invited to the school include South Thames Colleges Group, Apprenticeship Support and Knowledge programme (ASK), Education Development Trust and PwC.

Destinations of our students

8. In 2022 10% of our Year 11 students left the school. The majority of these moved to school 6th Forms, with the remainder joining the following local providers –

Woking College
BRIT School

9. In 2022 94% of our Year 13 students moved up to Higher Education, with the remaining 6% opting to take a gap year.

Management of provider access requests

Procedure

A provider wishing to request access should contact Karin Austin, Careers Leader -

Telephone: 020 8546 0773

Email: careers@tiffingirls.org

Opportunities for access

10. Access will be granted during assemblies (which usually take place between 8.30am and 8.50am) and timetabled careers lessons (usually between 8.50am and 9.50am).
11. The school offers the minimum of six provider encounters required by law, as detailed below, integrated into the school careers programme.

Year Group	Autumn Term	Spring Term	Summer Term
Year 8		1. Aspirations and Choices pastoral unit 2. Career and education pathways talk	
Year 9		1. GCSE Options Assembly 2. GCSE Options Evening	
Year 10		1. Careers pastoral unit 2. Apprenticeships & T levels talk	
Year 11	1. Post-16 options assembly 2. Post 16 Options Fair		
Year 12	Post-18 options programme	Post-18 options programme	Careers pastoral unit

Year Group	Autumn Term	Spring Term	Summer Term
Year 13	Apprenticeship application support	Apprenticeship application support	
All year groups		<ol style="list-style-type: none"> 1. National Apprenticeship Week activities 2. National Careers Week activities 	

Premises and facilities

12. The school will make the main hall or drama studio available for discussions between the provider and students, as appropriate to the activity. The school 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.
13. Providers are welcome to send a hard or soft copy of their prospectus or other relevant course literature to the Careers Leader, to be shared with the students.

Safeguarding

14. All visitors to the school must adhere to the school's Safeguarding Policy, which can be found on the policies page of our [school website](#).