



PROVIDER ACCESS POLICY TECHNICAL EDUCATION AND APPRENTICESHIPS

Updated: May 2026
Next Review: May 2029

INTRODUCTION

This policy statement sets out the School's arrangements for managing the access of providers to students at this school for the purposes of giving them information about the provider's education or training offer with regard to technical education or apprenticeships. This complies with the School's legal obligations under Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.

At Heston Community School we 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 below].

The 6 encounters we offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' [year 8 or 9]
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' [year 10 or 11]
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' [year 12 or 13]
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

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
- 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

I. Procedure

Any provider wishing to request access should contact the following member of staff:

Name	Ms Ingrid Hall
Telephone	0208 572 1931
Email	ihall@hestoncs.org

II. Opportunities for access

A number of events, such as the annual Careers Fair and our collaboration with local colleges, are integrated into the School Careers Programme which would offer providers an opportunity to come into school to speak to students and their parents/carers. The School Calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity.

Year group careers related opportunities

Heston Community School recognises that students' enjoyment of academic and social success is the best preparation for further and higher education and their future careers. Across the studied curriculum and in their lessons, students learn vital knowledge and skills that enable them to be successful in later life. To broaden students' understanding of the purpose of education and the world of work, the school strives at every transition point to support students in making informed choices that enable their future success. The programme of careers related opportunities in each year group, some of which dovetail with the pastoral curriculum, have been carefully designed to support students' journey at each stage of their secondary education.

Year	Autumn term	Spring term	Summer term
7	Careers Week/Employer engagement activities Half termly careers lessons in all subjects	Half termly careers lessons in all subjects National Careers Week activities	Half termly careers lessons in all subjects Careers Week
8	Careers Week/ Employer engagement activities Half termly careers lessons in all subjects	Half termly careers lessons in all subjects Assemblies led by a local college to support students in understanding different technical and vocational options	Half termly careers lessons in all subjects Workplace encounter
9	Careers Week/Careers Fair activities Half termly careers lessons in all subjects	Options meetings and follow-up meetings to support choosing of GCSE subjects Assemblies led by a local college to support students in understanding different technical and vocational options National Careers Week activities Half termly careers lessons in all subjects	Workplace encounter Careers Week

10	Careers Week/Careers Fair activities	One to one careers interview with the Education Development Trust to develop and understanding of potential further/higher education and careers and the qualifications required	Half termly careers lessons in all subjects
	Half termly careers lessons in all subjects	‘Meet the Professionals’ event to develop and understanding of different career sectors	Duke of Edinburgh bronze award to develop teamwork, resilience in different contexts and community service
		National Careers and Apprenticeship Week activities	Two days of work experience
		Half termly careers lessons in all subjects	Careers Week
	Careers Week/Careers Fair activities		
11	Mock results day to support students in making informed choices regarding their further education	Sixth form/progression to further education interviews to provide students with support and guidance regarding their sixth form, college or apprenticeship applications	Confirmation of Post-16 education and training destinations for all pupils
	Careers meetings with our in-house impartial Careers Advisor for all students	National Careers Week activities	
	Half termly careers lessons in all subjects	Half termly Careers lessons in all subjects	
12	Careers Week/Careers Fair activities PSHE Careers Programme to provide encounters with different professions and develop work related learning skills	PSHE Careers programme to provide encounters with different professions and develop work related learning skills	PSHE Careers to provide encounters with different professions and develop work related learning skills

Half termly careers lessons in all subjects

National Careers and Apprenticeship Week activities

Duke of Edinburgh silver award to develop teamwork, resilience in different contexts and community service

Half termly careers lessons in all subjects

Post-18 progression week, including:

- Step Up Expo Visit
- Workplace encounters
- UCAS support

Half termly Careers lessons in all subjects

One week work experience

Careers Week/Careers Fair activities
PSHE Careers programme to support students with university/next steps preparation

PSHE Careers programme to support students with university/next steps preparation

13

Mock results day to support students in making informed choices regarding their higher education

Half termly Careers lessons in all subjects

Confirmation of Post-18 education and training destinations for all pupils

Half termly careers lessons in all subjects

National Careers and Apprenticeship Week activities

Access to students and parents/carers will be granted on the understanding that information and guidance offered by providers is related to technical courses and apprenticeship opportunities only. Providers will be expected to meet the School's safeguarding requirements which can be found in the Safeguarding Policy accessible on the School website.

III. Premises and Facilities

Access to appropriate rooms and facilities will be discussed and agreed in advance of the visit.

Providers are welcome to distribute relevant brochures and other printed material specifically related to technical courses and apprenticeships.

Links to other policies

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

- Child Protection and Safeguarding Policy
- CEIAG Policy
- Curriculum Policy
- Complaints Policy
- Equality Duty
- SEND and Inclusion Policy

Monitoring arrangements

Our school's arrangements for managing the access of education and training providers to pupils are monitored by Ms Anne-Marie Laing [Careers Adviser].

This policy will be reviewed by Ms Ingrid Hall [Deputy Headteacher], annually and approved by the Governing Board at every review.