



Watford Grammar School for Girls

Provider Access Policy

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Next review date	March 2026
Committee Responsible	Curriculum
Statutory	Yes

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1. Introduction

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

1.1 Aims

Our school aims to ensure that 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.

For students of compulsory school age these encounters are mandatory and there will be a minimum of ***two encounters for students during each key phase*** (years 8 to 9, years 10 to 11, and years 12 to 13).

These provider encounters will be scheduled within the school's PSHE programme, and the provider will be given a reasonable amount of time to:

- 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 is like to learn or train with that provider;
- answer questions from students.

2. Management of provider access requests

2.1 Procedure

A provider wishing to request access should contact Mrs Stacey Arazi, Head of Careers.
Telephone: 01923 223403 Email: s.arazi@watfordgirls.herts.sch.uk

2.2 Premises and facilities:

The school will make the halls, classrooms or meeting rooms available for meetings between providers and students as appropriate to the activity. The school will also make available AV and other equipment to support the presentation. This will be discussed and agreed in advance of the visit with the Head of Careers or a member of their team.

If appropriate, we are open to providers that are able to provide live, online engagement with our students.

Providers are welcome to leave copies of their prospectus or other relevant course literature at the Careers Library, which is managed by the Careers Administrator. The Careers Library is available to all students at lunch and break times, and to Sixth Form students all day.

2.3 Opportunities for access

The school offers a number of external encounters, together with six provider encounters required by law (boldened in table below), all integrated into the school careers programme. We will offer providers the opportunity to come into school to speak to students or their parents/carers.

Please speak to our Head of Careers to identify an appropriate opportunity for you.

The school's policy on safeguarding sets out the school's approach to allowing providers into the school as visitors to talk to our students.

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly opportunities	Assembly opportunities Careers fair	Assembly opportunities Employer visitor to forms
Year 9	Assembly opportunities Talk from local UTCs and technical providers Talk from local ITP including information on social media from an employer's point of view	Assembly opportunities Careers fair	Assembly opportunities
Year 10	Assembly opportunities	Assembly opportunities Careers fair Talk from local ITP including information on interview skills Talk from local HR employee on CV and cover letter skills Talk from local employer on finance	Assembly opportunities Work experience (selected pupils)
Year 11	Assembly opportunities	Assembly opportunities	Apprenticeship application support

	<p>Talk on sixth form</p> <p>Talks on post 16 options, including local colleges, UTCs and apprenticeships</p> <p>Talk on University</p> <p>Meeting with careers advisor</p> <p>Higher education fair for a variety of HE providers</p>	<p>Apprenticeship application support</p> <p>Careers fair</p>	
Year 12	<p>Assembly opportunities</p> <p>Higher education fair for a variety of HE providers</p> <p>Talk on all post 18 options</p> <p>Talk on work experience</p>	<p>Assembly opportunities</p> <p>Careers fair</p> <p>Talks on UCAS process, choosing a university; choosing courses; making an Oxbridge application</p>	<p>Assembly opportunities</p> <p>Mock interviews</p> <p>Talk on apprenticeships and technical qualifications</p> <p>Talks on personal statements; interview skills</p> <p>Options post 18 information evening</p>
Year 13	<p>Assembly opportunities</p> <p>Higher education fair for a variety of HE providers</p> <p>Post 18 application support</p>	<p>Assembly opportunities</p> <p>Careers fair</p> <p>Talk on apprenticeships</p> <p>Talks on graduate recruitment, building a network and student finance</p> <p>Apprenticeship application support</p>	<p>Apprenticeship application support</p>

2.4 Previous providers

Previously, we have invited the following providers from the local area to speak to our students:

iSales academy, ASK (Apprenticeship Support and Knowledge Programme), UTC Watford, Elstree Screen Arts Academy, UTC Heathrow

3. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with the Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

4. Glossary of Terms

Acronym	Full Term
PSHE	Personal, Social, Health and Economic Education
UTC	University Technical College
HE	Higher Education
UCAS	Universities and Colleges Admissions Service
ITP	Independent training provider
HR	Human resources
AV	Audio visual