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Provider Access Policy

Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

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 also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the [Education Act 1997](#). This policy shows how our school complies with these requirements.

Publication and scope

This policy applies to every secondary school in Anthem and will be posted on each secondary school website. It can be made available in hard copy and in large print on request.

Pupil entitlement

All students in years 8 to 13 at [\[insert name of the school\]](#) are entitled to:

- find out about 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 – through options events, assemblies and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the ‘first key phase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the 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 pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [making-it-meaningful-benchmark-7](#)

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

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

[insert stats on providers]

Destinations of our pupils

Last year our year 11 pupils moved to a range of providers in the local area after school:

[insert stats on destinations]

Last year our year 13 pupils moved to a range of providers in the local area after school:

[insert stats on destinations]

Management of provider access requests

Procedure

A provider wishing to request access should contact: [Name]; [Job title]; [telephone number]; [email address].

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text below) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

[The table below provides some examples that schools can include. You can tailor them accordingly, marking in bold the six provider encounters required by law].

	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical College	Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	Technical/vocational tasters at local college/s, training providers
Year 9	Meeting with careers adviser	KS4 options event – Y college and Z apprenticeship provider attending to give presentations to pupils	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10	Post 16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions	Technical/vocational tasters at local college/s, training providers	Technical/vocational tasters at local college/s, training providers
Year 11	Post 16 provider open evenings Post 16 apprenticeships assembly Meetings with careers adviser Post 16 applications	Post-16 interviews	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i> Confirmation of post-16 education and training destinations for all pupils

Year 12	Higher Education (HE) fair for a variety of HE providers including local Further Education colleges	Small group sessions: future education, training and employment options Meetings with careers adviser	Technical/vocational tasters at local college/s, training providers
Year 13	Post 18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications	Meetings with careers adviser	<i>No encounters – legislation requires encounters to take place by 28 February if in year 13</i> Confirmation of post-18 education and training destinations for all pupils

Granting and refusing access to providers

In this section, you should outline when access to students will be granted or refused. You may choose to present this as a bullet list.

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments.
- Staff are available to attend, taking account of participant numbers and teaching timetables, to ensure DBS regulations are complied with.
- Students are available to attend, depending on the dates requested and curriculum considerations.
- Providers are able to present impartial, unbiased and high-quality, age-appropriate content, meeting equal opportunity requirements.
- Providers are GDPR compliant.

Premises and facilities

In this section, you should explain:

- What facilities will be available to enable providers to access students e.g. rooms, specialist equipment such as audio and visual devices
- The process for organising and agreeing which facilities can be used
- Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils
- Whether providers can leave prospectuses or other material for students to read

Safeguarding

The school and Anthem are committed to keeping children safe and our Child Protection and Safeguarding Policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy, which can be found on our school website.

Complaints

Complaints about services from providers who use school premises or facilities should be directed to the provider concerned.

Additional Careers Programme Information

For further details relating to the school's careers programme, including how the impact is assessed and measured, please view the information on the school's website [\[insert URL to website\]](#).

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by [\[insert name and role\]](#).

This policy will be reviewed every two years or earlier if the guidance or legislation changes.