

Author	Encarna Aparicio	Target group	All employees, consultants and volunteers
Issued	September 2025		
Approved by	Full Board	Next review	September 2027

## Provider Access Policy Statement (education and training providers)

### Aims

We aim to provide all students from year 8 to 13 with meaningful opportunities to explore a wide range of future options.

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

As a school we aim to:

- Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships
- Support students in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training)

### 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.

### 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 students in years 8 to 13 (see more detail below).

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](#)
- [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.

## Student entitlement

All students in years 8 to 13 at our school 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 options events, assemblies and group discussions 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.

Our school complies fully with the required encounters by ensuring all students experience each element at the appropriate stage of their personal development journey. Students first engage with employer encounters in Year 8 and Year 9 through career-focused curriculum days and visiting speaker sessions that introduce a broad range of industries. In Years 10 and 11, they participate in more targeted encounters, including workplace visits, workshops with external talks from representatives of differing pathways. Sixth Form students benefit from additional opportunities such as sector-specific mentoring, university outreach programmes, and apprenticeship insight events. These encounters go beyond statutory requirements, ensuring every student receives meaningful, progressive, and personalised experiences that prepare them confidently for future education, employment, or training.

Access to providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. We are committed to encouraging all students to make decisions about their future based on impartial information.

### Students in year 8 and 9

All students in these year groups are offered:

- 2 encounters with education and training providers:
  - All students must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

### Students in year 10 and 11

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

- 2 encounters with education and training providers:

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

## Students in year 12 and 13

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

- 2 encounters with education and training providers:
  - Students can choose to attend
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

## Meaningful encounters with providers

Our school is committed to providing meaningful encounters for all students.

A meaningful encounter:

- Is where the student 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 student
- Involves a 2-way interaction between the student 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 student to reflect on the insights, knowledge or skills gained through the encounter

## Management of provider access requests

### Procedure

When external providers request access to students, they must follow our school's established procedures to ensure visits are purposeful, safe and aligned with our careers programme. All providers are required to submit an access request via email to the Careers Leader, outlining the nature of the provision, the target year group, and the intended learning outcomes. Requests should be made at least four weeks in advance to allow for scheduling within the school calendar.

Once received, the Careers Leader reviews the request to ensure it supports our CEIAG programme and meets safeguarding expectations. Providers must supply proof of DBS clearance where appropriate, along with any relevant risk assessments for activities taking place on site. Upon approval, the provider will receive confirmation of the date, time and format of the session, along with any logistical requirements. All visitors must sign in at reception on arrival, present valid identification, and adhere to the school's safeguarding and visitor policies while on site.

A provider wishing to request access should contact:

Lizzie Bowen

Assistant Principal Pastoral and Careers

02086486627

EBowen@stmarks.anthemtrust.uk

## Information we ask from providers

As a school we ask each provider to provide the following information for our students:

- 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 students

## Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

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

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	BBC Careers Roadshow Careers related Enrichment Day visit – STEM Focus (½ year group)	Employer encounters with a range of guest speakers  Careers related Enrichment Day visit – STEM Focus (½ year group)	'Internal work experience' week
<b>Year 9</b>	Assembly and tutor group opportunities – employability skills BBC Careers Roadshow Careers drop down day – Enrichment Day	KS4 options event - taster	No encounters – encounters must have taken place by 28 February
<b>Year 10</b>	Post -16 technical education options assembly with General Further Education College  Life Skills – work experience preparation sessions  Assembly and tutor group opportunities – employability skills	Networking event with providers and employers Technical/vocational tasters at local college/s, training providers	Work experience preparation sessions.  Work experience  Technical/vocational tasters at local college/s, training providers

<b>Year 11</b>	Post -16 provider open evenings Post - 16 apprenticeships assembly Meetings with careers adviser Post -16 applications	Post-16 interviews Apprenticeships – support with applications	No encounters – encounters must have taken place by 28 February  Confirmation of post-16 education and training destinations for all students
<b>Year 12</b>	Higher Education (HE) fair post-18 assembly – apprenticeships	Small group sessions: future education, training and employment options  Meetings with careers adviser	Technical/vocational tasters at local college/s, training providers
<b>Year 13</b>	Post -18 assembly – with higher and degree apprenticeship providers  Workshops – HE and higher apprenticeship applications	Meetings with careers adviser  Assembly and small group opportunities – employability skills	No encounters – encounters must have taken place by 28 February  Confirmation of post-18 education and training destinations for all students

## Live online encounters

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.

## Granting and refusing access to providers

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.

## 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 Assistant Principal for Pastoral and Careers.

Providers will be met and supervised by a member of staff who will facilitate their visit.

## 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.

## 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. We ensure parents and carers are kept fully informed about upcoming provider encounters through a range of communication methods. Details of scheduled encounters are shared in advance via letters and emails home, as well as through updates in our weekly school newsletter. Information is also published on the school website and posted on our parent communication platform to ensure easy access and visibility. For key events, such as careers fairs or post-16 information sessions, we additionally notify parents via text message reminders. This multi-channel approach ensures parents and carers are aware of upcoming opportunities and able to support their child's engagement.

If you would like to speak to the school about encounters with providers, please contact Lizzie Bowen at [EBowen@stmarks.anthemtrust.uk](mailto:EBowen@stmarks.anthemtrust.uk)

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

We collect feedback from parents and carers regularly to help us evaluate and improve the quality of our careers provision. Termly surveys are sent out via our parent communication platform, allowing families to share their views on recent encounters and the support their child has received. We also gather feedback following key events - such as careers fairs, employer talks and post-16 information evenings - through short online questionnaires shared by email. In addition, parents and carers are encouraged to provide ongoing comments through our dedicated careers inbox and at scheduled parents' evenings, where staff collect reflections in person.

This combination of approaches ensures we capture a broad range of parental perspectives and use them to inform continual improvement.

## Previous providers

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

BBC Careers Roadshow

National Theatre Technician

## Students Destinations

Last year our year 11 students moved to a range of providers after school:

St Francis Xavier Sixth Form

Kingston College

South Thames College Group

St Mark's Sixth Form

Coulsdon College

Last year our year 13 students moved to a range of providers after school:

Birmingham City University

Bournemouth University

City University

Coventry University

De Montfort University

Employment

International Open University

Kingston College

Kingston University

Lambeth College

Level 3 Apprenticeship in Cyber security

Level 3 Apprenticeship in Childcare

Merton College

Roehampton University

South Thames College

Staffordshire University

Sutton Sadaaqat higher Education school

The Nottingham Trent University

University for the Creative Arts

University of Birmingham

University of Birmingham Dubai

University of Greenwich

University of Kent

University of Portsmouth

University of the Arts London

University of Westminster

## Complaints

Complaints about services from providers who use school premises or facilities should be directed to the provider concerned. Other concerns or complaints can be raised following the school's Concerns and Complaints Policy, available on the school website.

## Links to other policies (available on School and Trust website)

- Child Protection and Safeguarding Policy
- School's Concerns and Complaints Policy
- SEND Policy
- Whole School Equality Policy

## Monitoring arrangements

### Unifrog Attendance Logs

Unifrog is used as a central platform to log and monitor student engagement during WEX. Attendance is recorded daily either by employers, or staff, depending on the agreed process. These logs provide a transparent, up-to-date overview of participation across all placements.

Designated staff regularly review Unifrog attendance data to identify any irregularities or concerns. The platform also allows for efficient communication between school, students, and employers, ensuring that any safeguarding issues arising from absence or disengagement are quickly flagged and addressed.

### Staff Visits

Where possible and appropriate, school staff conduct planned visits or virtual check-ins during the WEX period. These visits serve multiple purposes:

- To verify student attendance and wellbeing
- To provide support and guidance to the student
- To strengthen relationships with employers

Staff are trained to recognise safeguarding indicators and will act immediately if concerns arise during a visit. Any issues identified are recorded and fed back to the safeguarding team for further action. For higher-risk placements or vulnerable learners, visits may be prioritised or increased in frequency.

### How Vulnerable Children Are Monitored

Students identified as vulnerable (e.g. those with a safeguarding history, SEND needs, low attendance, or social/emotional challenges) receive enhanced monitoring during WEX. This includes:

- Pre-placement suitability checks
- Individualised planning to ensure placements meet their needs
- More frequent contact from a designated member of staff
- Close liaison with employers to ensure awareness of needs (where appropriate and in line with confidentiality)

The safeguarding team maintains oversight of these students throughout the WEX period. Any concerns are acted upon immediately, and additional support can be deployed where necessary. Vulnerable students will have contingency plans should the placement break down.

## **Safeguarding & Wellbeing Offer During WEX**

The school maintains a strong safeguarding and wellbeing presence throughout the WEX period to ensure students feel supported outside of the classroom environment. This includes:

- Clear reporting routes for students to raise concerns (email, phone, designated safeguarding staff)
- Regular check-ins from tutors, progress leader, or pastoral staff
- Access to wellbeing resources and support services during the placement
- Pre-WEX preparation covering professional behaviour, personal safety, and how to seek help
- Post-placement debrief opportunities to reflect on experiences and raise any concerns

Students are reminded that they remain under the school's safeguarding umbrella while on placement. Employers are also provided with guidance on safeguarding expectations, including how to report concerns to the school. This ensures a consistent and joined-up approach to safeguarding across all WEX settings.