

Provider Access Policy



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1. Aims

This policy statement outlines the school's arrangements for managing access for education and training providers to speak with students about their courses and opportunities. 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

2. 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 purpose 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 Sybil Andrews Academy complies with statutory duties.

3. Student entitlements

All students from Years 7 to 11 at Sybil Andrews Academy 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
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact the careers leader

Telephone: 01284 413400

Email: saa@sybilandrewsacademy.co.uk

4.2 Opportunities for access

Several events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. We welcome requests throughout the year.

4.3 Overview of Careers Programme

Year	Autumn Term	Spring Term	Summer Term
7	<p>Green Careers fair (2,5) Access to dropdown PD day, whereby labour market information is covered (2)</p> <p>Careers assembly (1)</p> <p>Enrolment on to Unifrog, Skill and Aspiration - skills needed for careers. (4)</p>	<p>Annual Careers Fair attendance promoting access to meaningful encounters with FE education, independent training providers, local and national employers, businesses and organisations. (5,7)</p> <p>Communication skills and networking. (4)</p>	<p>Student voice via feedback of careers events survey. (1)</p> <p>Feedback via tutor time engagement with careers adviser in person. (8)</p>
8	<p>PSHE - Year 8 - HT 2 - Community and careers - different types of work/career, setting goals for the future, discrimination and work. (4)</p>	<p>Annual Careers Fair (5,7)</p> <p>Engagement with FE education, independent training providers, local and national employers, businesses and organisations. (5,7)</p> <p>Further development of networking and communication skills. (4)</p>	<p>Student voice via feedback of careers events, survey. (1)</p> <p>Feedback via tutor time engagement with careers adviser in person. (8)</p>
9	<p>PSHE Setting goals for the future GCSE and Post 16 options, different types of career/employment pathways, developing and displaying strengths and attributes for the future. (3,4)</p>	<p>GCSE Guidance tailored sessions to address and support specific needs (3,8)</p> <p>Group workshops to assist with confident choices and goal setting for Post 16 Options (3,8)</p> <p>SEND support guidance sessions promoting inclusion, equality and equity (3)</p> <p>Apprenticeship workshops with FE Provider promoting information and advice about this Post 16 route. (2,3,7)</p> <p>Employers talks/assemblies/visits (5)</p>	<p>Shadow a Parent Day, promoting experience of workplaces and developing employability skills in preparation for the work experience week in Y10. (6)</p>

<p>10</p>	<p>Green Careers Fair (2,5)</p> <p>Post 16 Options Information Evening promoting engagement with FE and independent providers (3,7)</p> <p>Work Experience information Evening</p>	<p>Annual Careers Fair (5,7)</p> <p>Engagement with FE education, independent training providers, local and national employers, businesses and organisations. (5,7)</p> <p>Display of acquired networking and communication skills through previous attendance/ experience. (3,6,8)</p> <p>Guidance sessions in preparation for work experience programme and Post 16 Options. (3)</p> <p>SEND tailored guidance promoting inclusion, equality and equity (2,3,7)</p>	<p>Work Experience Programme, a one week placement organised by the pupils with the assistance of the parents/carers and the careers services. (6)</p> <p>Experience of workplaces and development of employability skills. (6)</p> <p>SEND alternative work experience provision and inhouse programme. (3,6)</p> <p>Taster Day trip offered by the EEG to give pupils the opportunity to experience post-16 offer</p>
<p>11</p>		<p>Apprenticeship workshops with FE Provider promoting information and advice about this Post 16 route. (5)</p> <p>Employers talks/assemblies and visits (6)</p>	<p>Preferred Post 16 destination and course/subjects. (7)</p>

4.4 Safeguarding

Our safeguarding and child protection 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.

4.5 Premises and facilities

The school will make appropriate spaces available for provider-student discussions—such as the main hall, classrooms, or private meeting rooms. AV and other specialist equipment can be arranged in advance with the Careers Leader.

Providers may leave prospectuses or other course literature in the Careers Resource Centre, located in the library and managed by the Careers Adviser. This resource is available to all students during break and lunch times.

5. Links to other policies

Policies mentioned in this document are found on the Sybil Andrews Academy website:

- Safeguarding/child protection policy
- Careers education and guidance policy
- Curriculum policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by the designated careers leader / senior leader.

At every review, the policy will be approved by the Headteacher and the governing body.