

Provider Access Policy



Policy Title	Provider Access Policy
Policy Created / Amended	March 2023
Policy Ratified	11 th May 2023
Policy review cycle	1 year
Policy Review Date	September 2024
Summary of changes	Mid-year update in recognition of the new Provider Access Legislation (Jan 2023) - includes additional activities for year 8 & 9

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1. 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

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 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.

January 2023 Legislation Updates.

The Provider Access Legislation is an updated law that came into force in January 2023. It specifies schools must now also provide at least four encounters with providers of technical education or apprenticeships for all their students during school years 8- 11:

Two encounters for pupils during the **'first key phase' (year 8 or 9)** that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
Two encounters for pupils during the **'second key phase' (year 10 or 11)** that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.

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, by following the Making it Meaningful checklist.

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 encounters

Technical and apprenticeship providers who have attended school events over the last 18 months include: West Suffolk College; West Suffolk College Apprenticeship Team; WS Training; Apprenticeships Suffolk; The Royal Navy and The Army. Each year ASK (AIM Group) also runs workshops for Year 10 & 11.

Technical & Apprenticeship Destinations of Former Pupils

We are experiencing an increase in T Levels and apprenticeships in our students' destinations, including the following areas: Science, Computer and IT support, Early Years education; Brewing; Business Administration; with some students enrolling onto a Further Education college to study a professional trade qualification with a plan to progress onto an apprenticeship when that qualification is complete.

3. Student entitlement

All students in 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 Miss Pearson Careers Leader

Telephone: 01284 413400

Email: epearson@sybilandrewsacademy.co.uk

4.2 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. We welcome requests throughout the year

National Events	Autumn Green careers week	Spring National Apprenticeship Week National Careers Week (including skills focus) International Womens Day British Science Week Volunteers week Green Careers week Whole school careers fair Supported by PSHE steps booklets / Assembly / Employer visits (all year groups)	Summer Volunteers Week Supported by PSHE / Assembly / Employer visits (all year groups)
Year 7	Aut 1 Aspirations Supported by skills builder in Tutor Time and assemblies Enterprise Adviser motivational assembly	Supported by skills builder in Tutor Time and assemblies Tutor Time activities	Buzz Quiz sessions
Year 8	Aut 1 Aspirations Supported by skills builder in Tutor Time and assemblies	activities across subjects Tutor Time activities	Skillsbuilder Day Introduction to Apprenticeships
Year 9	Aut 1 Aspirations Supported by skills builder in Tutor Time and assemblies	Spring 1 Careers Week videos and Tutor Time Activities	Shadow Parent at Work Day

Year 10	<p>Aut 1 –</p> <p>PSHE - CV& Covering letter skills</p> <p>Tutor time activities</p> <p>Green careers week event</p>	<p>Spring 1</p> <p>SPLENDID visits to University of Suffolk for students with specific learning disabilities.</p> <p>Apprenticeships Workshop</p>	<p>Summer</p> <p>Work experience</p> <p>Mock Interviews with employers</p> <p>1-2-1 careers interviews commence</p> <p>Intro to Further Education, inc T Levels</p> <p>Intro to Sixth Form & A Levels</p> <p>Intro to Health Careers</p>
Year 11	<p>Aut 1 –</p> <p>Understanding Post-16 Pathways – Supported by Tutor Time</p> <p>Assemblies(Post16-External Speakers: Sixth Forms / Further Education Colleges / Apprenticeships / T Levels / Higher Education Aspirations</p> <p>Parents Evening: Post 16 Providers in attendance.</p> <p>1-2-1 careers interviews continue</p> <p>Aut 2 – College & Sixth Form Open Evenings</p> <p>Inspirational keynote from Enterprise Advisor</p> <p>Green careers week event</p>	<p>Spring 1</p> <p>SPLENDID visits to University of Suffolk for students with specific learning disabilities.</p> <p>National Citizen Scheme (NCS) Assembly & Sign ups begin.</p> <p>Apprenticeships workshop</p>	<p>NCS visit to the library & lunch for participating students.</p> <p>Enterprise sales presentation activity.</p>

Please speak to our careers lead to identify the most suitable opportunity for you.

4.4 Safeguarding

Our safeguarding/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 the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. Access is agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, managed by the careers adviser. The Resource Centre is available to all students at lunch and break 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 Miss Pearson, Careers leader.

This policy will be reviewed by Miss Pearson annually.

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

7. Complaints Procedure

Any complaints about this policy should be raised to the Head of School, referencing Provider Access Policy as the Subject, and addressed to cmckay@sybilandrewsacademy.co.uk