

# **Provider access policy statement**

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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 by law to prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils. The new legislation (January 2023) requires schools to set out the times at which access is to be given and explain how they will meet the new legal requirement to put on six provider encounters.

The purpose of the statement is to set out how the school intends to comply with the minimum requirement to provide six encounters and the opportunities for providers to visit and to explain how requests from providers will be handled.

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 7 to 11 at Goldington 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

# Provider Access Policy

### 4.1 Introduction

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

### 4.2 Pupil entitlement

All pupils in years 8 to 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 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).**

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.

### 4.3 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 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 providers

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

- Bedford College
- Moulton College
- Shuttleworth College
- Milton Keynes College
- ASK Apprenticeships

#### Destinations of our pupils

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

- Bedford College
- Shuttleworth College
- Moulton College
- Milton Keynes College

## 4.4 Management of provider access requests

### Procedure

A provider wishing to request access should contact Mr Alex Lucas, Careers Leader, [lucasa@goldington.beds.sch.uk](mailto:lucasa@goldington.beds.sch.uk).

### Opportunities for access

The school offers the provider encounters required by law (marked in bold text) 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.

'Friday Futures' talks take place most weeks, whereby visitors from different employment routes are invited in to speak with small groups of students from all year groups.

World of Work Wednesday is delivered via our tutor time bulletin, providing information to all students about a variety of different career pathways and opportunities, linked with the week's tutor time theme.

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

	Autumn Term	Spring Term	Summer Term
Year 8	<b>World of work event</b> – TBC	TBC	World of work event - TBC
Year 9	Meeting with careers adviser	<b>KS4 options event – Bedford college and apprenticeship provider attending to give presentations to pupils</b>	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10		Life Skills – exploring employability skills and employment rights Meetings with careers adviser	<b>Post 16 technical education options assembly with local providers</b> Life Skills – preparation for post-16 applications Meetings with careers adviser
Year 11	Post 16 provider open evenings and assemblies <b>Post 16 apprenticeships assembly</b> Meetings with careers adviser Post 16 applications Year 11 mock interviews	Post-16 interviews Meetings with careers adviser	<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

Note: Students in all year groups (7 – 11) have access to the following opportunities as part of our whole school careers programme:

- Life Skills programme – tutor time activities and PSHE lesson opportunities
- Various trips and presentations with the opportunity for Q&A about the specific career/job roles
- Women in Engineering event – Autumn term
- British Science Week - March
- National Careers Week - March
- National Apprenticeship Week – February

#### **4.5 Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the library, which is managed by the school librarian. The library is available to all pupils at lunch and break times.

#### **4.6 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](mailto:provideraccess@careersandenterprise.co.uk)

#### **4.7 Granting and refusing access**

Access to students will be refused under the following circumstances:

- On dates of national examinations
- During internal, formalised examinations
- If it is deemed that learning will be impacted (i.e. missing a significant number of lessons)
- During staff training days and school holidays
- Over a weekend, unless an event is specifically arranged for this time period
- Other circumstances that may arise

#### **4.8 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 and sign an agreement upon their initial visit to the premises.

DBS checks should be provided if available. All visitors must report to Reception upon arrival at the school site, bringing a photographic means of identification (e.g. passport, driving licence)

## **5. Links to other policies**

For further information on our policies, please visit the policy area of our website.

<http://www.goldingtonacademy.org.uk/Policies-list>

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Mike Birchall, School Business Manager.

This policy will be reviewed annually by Alex Lucas, Careers Leader. At every review, the policy will be approved by Francis Galbraith, Principal.