



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 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 pupils in years 8 to 13 (see more detail in section 2.1 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](#), the [Skills and Post-16 Act 2022](#) and on page 43 of 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.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)

- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

Encounters will be offered through Learning to Work, a comprehensive careers day and trips and visits. Additional opportunities will be offered where appropriate through enrichment and outside speakers.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

3. Student entitlement

All students in years 8 to 13 at Altwood C of E 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, e.g. through activities and events such as options events, assemblies, careers day and engagement with Learning to Work.
- 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 Mr Paul Fair, Head of Careers.

Telephone: 01628622236

Email: pfair@altwoodschool.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	<p>PSHCE Curriculum</p> <p>Recycling Solutions Enterprise Day</p>	Careers Day – multiple workshops and speakers.	
YEAR 9	PSHCE Curriculum	<p>Key Stage 4 options evening event.</p> <p>GCSE Options Workshop</p> <p>Careers Day – career pathways, including apprenticeships.</p>	No encounters – encounters must have taken place by 28 February
YEAR 10	Assembly and tutor group opportunities - employability skills	Business insights event as part of Careers Day. (LTW)	<p>1:1 CIAG interviews (LTW)</p> <p>Post 16 action plan reflective workshop.</p>
YEAR 11	<p>Small group sessions – next steps interviews.</p> <p>Future focus sector Q&A</p>	<p>Careers Day – bespoke sessions linking to future careers aspirations.</p> <p>Small group visit to local colleges.</p> <p>Post-16 application support.</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all pupils</p>
YEAR 12	<p>Higher education (HE) visit.</p> <p>Post-18 assembly – apprenticeships.</p>	<p>Small group sessions: future education, training and employment options.</p> <p>Careers day - bespoke sessions linking to future careers aspirations.</p> <p>Workshops – HE and apprenticeship speakers</p>	<p>Meetings with careers adviser.</p> <p>Work experience.</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	Enrichment sessions – employability skills	Careers day - bespoke sessions linking to future careers aspirations. Workshops – HE and apprenticeship speakers	No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all pupils

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

4.3 Granting and refusing access

In the first instance, access to students will compliment timetabled PSHCE lessons at KS3, enrichment sessions for KS5, assemblies and career day. Opportunities that fall outside these times will need to take into consideration the existing calendared events.

Access will be refused if proposed visits don't enhance or add value to existing provision.

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

- Gym
- Sports Hall
- Main School Hall
- Conference Room
- Outside Court
- Outside Football Pitches
- Classrooms
- Dance Studio

We offer WIFI and off-street car parking, catering is also available on request.

Contact: lettings@altwoodschoo.co.uk Or Tel: 01628 622236

5. Previous providers

In previous year we have invited a large number of providers from the local area to speak to our pupils, examples include.

- Unilever
- Three
- Learning to Work
- The Royal Navy
- NHS
- The Rotarians

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school including, Altwood sixth form, other local sixth form provision, local colleges and apprenticeships.

Last year, our year 13 pupils moved to a range of providers in the local area after school including, universities, higher education colleges and apprenticeships.

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure outlined on the school website or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers guidance policy
- Complaints policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mr Paul Fair, Head of Careers.

This policy will be reviewed by Mrs Rebecca Nehme, Assistant Headteacher annually.

At every review, the policy will be approved by the governing board.