



Provider Access Policy

Policy Information	
Policy Owner	ACE Schools Careers Lead
Issue Version	1.1
Approving Committee	ACE Schools SLT and CPG
Adopted Date	July 2020
Review Cycle	Biennial
Last Review Date	September 2023
Next Review Date	September 2025

Adoption of the Policy

This Policy has been adopted and reviewed by the Trustees of Transforming Futures Trust

Signed *David Furze*

Date: 27 October 2023

(Chair of CPG)



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.

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Rationale

High quality careers education and guidance in school or college is critical to students' futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 including wider technical education options such as T-Levels and Higher Technical Qualifications, where appropriate.

Commitment

ACE Schools is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. ACE Schools is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

ACE Schools endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

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 11 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

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

Careers Information, Education and Guidance (CIEAG) is an essential part of Education and the Careers Programme offered at ACE Schools part of Transforming Futures Trust. It sets out to prepare students for the responsibility and experiences of life, whilst building aspirations for the future.

- Encourage all students to be ambitious; challenge stereotypes and explore personal career aspirations throughout their time at school.
- Support inclusion and promote equality of opportunity.

- Ensure that students are ready to take their 'next steps' at Post-16 by following the principles of the Gatsby Benchmarks [Good Career Guidance | Education | Gatsby](#) ○ Assist students to understand the changing world of work.
- Encourage students to develop soft skills and independent research skills, helping them to explore the range of opportunities available.
- Motivate students to develop self-awareness and build their confidence, raising aspirations and achievement through Skills Builder.
- Ensure students have the opportunity to meet with Employers and Employees and explore Apprenticeships in the local community.
- Ensure KS4 students have the opportunity to engage with Higher/Further Education colleges and Training Providers.
- Assist KS4 students in developing the skills, attitudes and qualities needed to make secure and successful transitions into Post-16 placements.

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

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.

These could include:

- Alumni engagement experiences
- Training Provider Talks and Visits
- Engagement with Careerpivot and Skills Builder to support students in developing Essential Skills and guide students in exploring possible job roles and pathways in Apprenticeships, Further Education, Training and Employment
- Application processes and CV writing
- Vocational and work experience opportunities and preparation, where appropriate
- Mock interviews at KS4
- Access to Labour Market Information
- Workplace visits and employer/employee talks

3. Student entitlement

At ACE Schools, the Careers programme fully supports the statutory requirement for students to have direct access to other providers of Further Education, Training, Technical Training and Apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in individually planned sessions; activities taking place in National Apprenticeship Week and

National Careers Week, in addition to providers attending careers events at school or at each Trust school.

All students in years 8 to 11 at ACE Schools 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, through activities and events such as taster events, training provider visits and employer encounters.
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

Requests for access should be directed to Rachel Illingworth, Careers Leader. Rachel Illingworth may be contacted by telephone or email, rachel.illingworth@transformingfuturestrust.org.uk , Tel 07519 115200.

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 7-9	<p>Activities/workshops supported and delivered by Navy/Army engagement teams and/or University of Plymouth</p> <p>Access to Careerpivot and continued development of Essential Skills through Skills Builder</p>	<p>Employer and training provider access giving overview of local, regional and national opportunities and skills requirement</p>	<p>Skills workshops continued</p> <p>Technical/vocational tasters at local college/s, training providers on a bespoke basis</p>

YEAR 9	PSHE lessons and tutor group opportunities developing - employability skills Reviews include information provided for bespoke access to a vocational provider and potential work experience opportunities	Vocational and work experience opportunities explored with support and preparation for placement	No encounters – encounters must have taken place by 28 February
	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	Post-16 sessions in further education, technical education options and apprenticeship opportunities: explore routes with training all relevant providers Life Skills – work experience preparation sessions with Skills Builder Further developing employability skills within PSHE	Networking event with providers and employers on a bespoke basis Technical/vocational tasters at local college/s, training providers	Work experience and vocational preparation sessions Mock interviews
YEAR 11	Post-16 provider open days/evenings published and supported, where appropriate Post-16 Apprenticeships sessions 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 post16 education and training destinations for all pupils

ACE Schools will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Please speak to our Careers Lead Rachel Illingworth to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID19.

4.3 Granting and refusing access

Access will be given for providers to attend during school assemblies (Primary), timetabled Careers or Life sessions, and Careers or Raising Aspirations events that ACE Schools is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with ACE Schools.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

ACE Schools will provide an appropriate room to be agreed. All rooms have access to computers, projectors and screens provided. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Prospectuses and material can be made available for students.

Any and all existing procedures and measures related to public health incidents, including COVID-19 will be provided, where appropriate.

5. Previous providers

In previous years: 2019-2023 we have invited the following providers from the local area to speak to our pupils:

- CCP – City College Plymouth
- Discovery College
- NSSW – Next Steps South West
- Achievement Training
- Skills Group UK
- Cornwall College
- Exeter College
- Plymouth University

6. Pupil destinations

In 2022, our year 11 pupils moved to a range of providers in the local area after school:

- CCP – City College Plymouth
- Achievement Training
- Discovery College

- Skills Group UK
- Plymouth University

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure with Rachel Illingworth, email: rachel.illingworth@transformingfutures.org.uk

Rachel Illingworth will raise the complaint to Ruth Westwood, Headteacher at ACE Schools or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Equality and Diversity
- SEND
- Complaints policy
- Skills Builder policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Rachel Illingworth.

This policy will be reviewed by Ruth Westwood Headteacher at ACE Schools biannually.

At every review, the policy will be approved by the CPG.

Appendix 1 – Version Control Amendments

Version No	Date	Summary of Changes
1	Sept 2023	Creation
1.1	Oct 2023	Reviewed by SLT and CPG
1.1	Oct 2023	CPG approved