**Reviewing your provider access policy statement**

Every school should review their arrangements for provider access in line with the changes to the legislation and prepare a new policy statement setting out the circumstances in which education and training providers will be given access to pupils. This statement, and wider careers programme, will need to be updated with information about how the school will meet the new legal requirement to put on six provider encounters, prior to the new duty coming into force on 1 January 2023. With the changes to the duty coming into force part way through the 2022/23 academic year, we strongly encourage schools to take the necessary steps to transition to the new arrangements as soon as possible.

The policy statement must be published, either as part of or alongside the wider careers programme and should be made available on the school website. We expect a policy statement to be published for each academy within a multi-academy trust. The school should revise the policy statement from time to time as required, we recommend that this is done annually, by the Careers Leader, and agreed with the governing body.

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.

The policy statement must include:

* **an explanation of how 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**, including the times at which access is to be given
* any procedural requirements in relation to requests for access e.g., the main point of contact at the school to whom requests should be directed
* grounds for granting and refusing requests for access e.g., details of timetabled careers lessons, assemblies or careers events which providers may attend; and should include the safeguarding policy
* details of premises or facilities to be provided to a person who is given access e.g., rooms and resources to be made available in support of a provider visit.

The policy statement should also include:

* how the school will work with each visiting provider
* a list of providers that have previously been invited into the school
* if the school accepts live online encounters
* destinations of previous pupils
* information about how a provider can raise a complaint and the procedure that will be followed.

Beyond these requirements and expectations, the school can design the policy statement in a way which best suits their needs. For example, it could be incorporated into the wider set of information about the careers programme that maintained schools must and academies should publish under the School Information (England) Regulations 2008.

What is most important is that the document includes clear details of the opportunities for providers to visit the school to talk directly to pupils and the process for providers to request access.

**Example of a policy statement on provider access**

This policy statement could be integrated into a wider careers plan or strategy for your school or college.

***[School Name]*: Provider Access Policy**

**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.

**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). For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

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 using the **BM7 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 providers from the local area to speak to our pupils:

* *[stats on providers]*

**Destinations of our pupils**

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

* *[stats on destinations]*

Last year our year 13 pupils moved to range of providers in the local area after school:

* *[stats on destinations]*

**Management of provider access requests**

**Procedure**

A provider wishing to request access should contact *[Name]*, *[Job title], [Contact method]*

**Opportunities for access**

The school offers the six 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.

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Autumn Term** | **Spring Term**  | **Summer Term**  |
| Year 8  | **Event for University Technical College**  | Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement  | Technical/vocational tasters at local college/s, training providers  |
| Year 9  | Meeting with careers adviser  | **KS4 options event – Y college and Z apprenticeship provider attending to give presentations to pupils**  | *No encounters – legislation requires encounters to take place by 28 February if in year 9*  |
| Year 10  | **Post 16 technical education options assembly with General Further Education College** Life Skills – work experience preparation sessions  | Technical/vocational tasters at local college/s, training providers  | Technical/vocational tasters at local college/s, training providers  |
| Year 11  | Post 16 provider open evenings. **Post 16 apprenticeships assembly** Meetings with careers adviser Post 16 applications  | Post-16 interviews  | *No encounters – legislation requires encounters to take place by 28 February if in year 11* Confirmation of post-16 education and training destinations for all pupils  |
| Year 12  | **Higher Education fair** **for a variety of HE providers including local Further Education colleges**  | Small group sessions: future education, training and employment options Meetings with careers adviser  | Technical/vocational tasters at local college/s, training providers  |
| Year 13  | **Post 18 assembly – with higher and degree apprenticeship providers** Workshops – HE and higher apprenticeship applications  | Meetings with careers adviser  | *No encounters – legislation requires encounters to take place by 28 February if in year 13* Confirmation of post-18 education and training destinations for all pupils  |

**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 Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

**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

**Approval and review**

Approved: *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Head teacher