Provider access policy statement

ACET Academies

Aston Academy

Approved by:	S. Rhodes	**Date:** 19/6/26
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1. Aims

This policy statement aims to set out the 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

The requirements and entitlements in sections 2 and 3 apply to every school in the ACET Trust. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named school adopting the policy.

Intent

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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.
All pupils in Years 8–11 will receive a minimum of 4 mandatory provider encounters and will not be withdrawn from these without exceptional circumstances.

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 pupils.

This is outlined in section 42B of the Education Act 1997, the Skills and Post-16 Education 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 trust complies with these requirements across our schools.

All pupils in Years 8–11 will receive a minimum of four mandatory encounters with external education and training providers. These encounters will not be removed or replaced by alternative provision except in exceptional circumstances.

Encounters will be delivered by a range of external providers, including colleges, apprenticeship providers and employers, and will not be delivered solely by school staff or universities.

A meaningful encounter is defined as a structured session which includes direct engagement with a provider, allows for pupil questions, and provides clear information about technical pathways, careers and progression routes.

The effectiveness of provider encounters will be monitored through student voice, attendance data, feedback from providers and destination outcomes.

This policy is published on the school website and reviewed annually. Oversight is provided by the Link Governor for Careers and Personal Development.

The school will ensure that access to provider encounters is inclusive for all pupils, including those with SEND and disadvantaged backgrounds.

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) if necessary.
    - 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 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

Pupil entitlement. All pupils in years 7 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.

New compliance guidance from January 2023
Year 7 are offered the opportunity to meet with a careers advisor and will have mandatory assemblies on pathways and careers options.

2.2 Meaningful provider encounters

Each academy is committed to providing meaningful encounters to all pupils.

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

Meaningful live online engagement is also an option in all secondary academies.

3. Pupil entitlement

All pupils in years 8 to 13 in ACET Trust 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 and taster events and careers fairs
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

Any provider wishing to access or provide IAG to our students as part of our careers programme will be supported by our teaching staff throughout their visit and never left unattended. We will make available appropriate resources to support provider presentations, which will be discussed and agreed in advance to ensure material meets our quality assurances and security measures.
Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.
Education and training providers will be required to adhere to this policy.

Providers are welcome to leave copies of their prospectuses or course literature and we will distribute them to relevant students and have them available in our career's library.
Students can drop into our careers library to access this information or will be provided relevant information in their career's guidance interviews.

We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through direct Email and in our careers bulletin.

A provider wishing to request access should contact Sarah Rhodes, Trust Lead for Personal Development

Email: srhodes@swintonacademy.org

4.2 Opportunities for access – Aston Academy

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school and speak to our students

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Impartial, mandatory Assembly delivered by IAG/apprenticeship adviser partner, Opportunity Sheffield, City Futures, Sheffield City Council.	Assemblies during National Apprenticeships Week, delivered by external partners from RNN College and Sheffield College.	Year 8 work shadowing day event / careers workshops
YEAR 9	Impartial, mandatory Assembly delivered by IAG/apprenticeship adviser & ASK delivery partner, Opportunity Sheffield, City Futures, Sheffield City Council Tutor Time session to complement "An Introduction to Apprenticeships" Assembly; meeting all expectations of the new compliance. Internal assembly delivered by the Careers Team on vocational pathways / T Levels / BTEC & Technical qualifications	Offer of one-to-one Careers guidance with a Level 6 qualified Careers Advisor. Advisor emphasizes Apprenticeship routes and advises about local opportunities and application processes. Assemblies during National Apprenticeships Week, delivered by external partners from RNN College and Sheffield College Speed-dating event – local employers brought in to present to whole year group.	**No encounters – encounters must have taken place by 28 February**

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	Impartial, mandatory Assembly delivered by IAG/apprenticeship adviser & ASK delivery partner, Opportunity Sheffield, City Futures, Sheffield City Council'. Internal assembly delivered by the Careers Team on vocational pathways / T Levels / BTEC & Technical qualifications	Offer of one-to-one Careers guidance with a Level 6 qualified Careers Advisor. Advisor emphasizes Apprenticeship routes and advises about local opportunities and application processes. Assemblies during National Apprenticeships Week, delivered by external partners from RNN College and Sheffield College. SEND and Disadvantaged workshops delivered by external partners from RNN College and Sheffield College.	Careers Fair – students meet lots of different employers and circulate all asking questions. A strong focus within the questioning process is centered around Apprenticeships. Y10 Work experience week

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	Impartial, mandatory Assembly delivered by IAG/apprenticeship adviser & ASK delivery partner, Opportunity Sheffield, City Futures, Sheffield City Council Internal assembly delivered by the Careers Team on vocational pathways / T Levels / BTEC & Technical qualifications Assemblies from Post 16 providers outlining their offer and entry requirements; Rotherham College, Sheffield College and TRC Tutor time focus on options for Post 16 Post 16 Careers Fair – evening event for parents and students to attend to speak to providers for their next steps.	Offer of one-to-one Careers guidance with a Level 6 qualified Careers Advisor. Advisor emphasizes Apprenticeship routes and advises about local opportunities and application processes Assemblies during National Apprenticeships Week, delivered by external partners from RNN College, Sheffield College and Apprenticeships representative. Careers Fair – students meet lots of different employers and circulate all asking questions. A strong focus within the questioning process is centered around Apprenticeships. National Apprenticeships Week annually focuses on Apprenticeship opportunities from within different subjects on the curriculum. Extra Careers Interview opportunity is offered to post-16 students with guidance from a Level 6 qualified Careers Advisor provided. Advisor emphasizes Apprenticeship routes and advises about local opportunities and application processes. Rotherham college workshop with a focus on Apprenticeships	**No encounters – encounters must have taken place by 28 February** Confirmation of post-16 education and training destinations for all pupils

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	National Apprenticeships Week annually focuses on Apprenticeship opportunities from within different subjects on the curriculum. Extra Careers Interview opportunity is offered to post-16 students with guidance from a Level 6 qualified Careers Advisor provided. Advisor emphasizes Apprenticeship routes and advises about local opportunities and application processes.	UCAS support Continual open day visiting	Y12 work experience Specific careers visits per subject UCAS Discovery Trip
YEAR 13	University Open days Mock Interviews		**No encounters – encounters must have taken place by 28 February** Confirmation of post-18 education and training destinations for all pupils

4.3 Granting and refusing access

Employers will be invited to take part in the following activities in the academy:

- Careers fairs
- Mock interviews
- Workshop style events
- Pop up lunchtime events
- Careers activity day
- Assemblies / drop down presentations

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

Should employers wish to visit any ACET secondary academy they would be expected to bring DBS / warrant card information and sign in at reception.

Should employers need IT support all materials should be sent ahead of time so that appropriate support can be provided on the day.

Employers are encouraged to bring with them all advertisng materials and banners and can leave resources to be shared in the careers office.

5. Complaints

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

6. Links to other policies

Trust Policies website link https://www.swintonacademy.org/content/?pid=323&contentid=7

7. Monitoring arrangements

The arrangements for managing the access of education and training providers to pupils is monitored by Sarah Rhodes, ACET Trust Personal Development Lead.

This policy will be reviewed by Sarah Rhodes.

At every review, the policy will be approved by the board of trustees and Local Governing Body