



**Aston Community  
Education Trust**

# **ACET Provider Access Policy Statement – Aston Academy**

**DATE: May 2025**

**POLICY LEAD:**

**APPROVED BY: C&S Committee**



**Excellence**



**Equity**



**Empowerment**



**Esteem**

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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 secondary academy in the ACET Trust. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named academy adopting the policy.

## Intent

This policy statement sets out the academy's arrangements for managing the access of providers to students at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

## 2. Statutory requirements

Academies 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.

Academies must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

Academies 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 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 academies.

### 2.1 The 6 encounters academies must offer to all students in years 8 to 13

Academies must offer:

- 2 encounters for students during the 'first key phase' (year 8 or 9)
  - All students must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for students during the 'second key phase' (year 10 or 11)
  - All students must attend
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for students during the 'third key phase' (year 12 or 13) if necessary.
  - Students 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 academy day. Academies can continue to provide complementary experiences but encounters outside of academy hours won't count towards these requirements.

Academies 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 students

**Student entitlement All students 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 students.

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

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

## 3. Student entitlement

All students in years 8 to 13 in the 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 academy’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](mailto: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 academy and speak to our students

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	<p>Impartial, mandatory Assembly delivered by IAG/apprenticeship adviser partner, Opportunity Sheffield, City Futures, Sheffield City Council</p> <p>Theme: “An Introduction to Apprenticeships”. The Assembly is delivered remotely in tutor groups to allow for Q&amp;A session.</p>	<p>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.</p> <p>Assemblies during National Apprenticeships Week, delivered by external partners from RNN College and Sheffield College</p>	<p>Year 8 work shadowing day event / careers fair</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	<p>Impartial, mandatory Assembly delivered by IAG/apprenticeship adviser &amp; ASK delivery partner, Opportunity Sheffield, City Futures, Sheffield City Council</p> <p>Theme: “An Introduction to Apprenticeships”. The Assembly is delivered remotely in tutor groups to allow for Q&amp;A session.</p> <p>Tutor Time session to complement “An Introduction to Apprenticeships” Assembly; meeting all expectations of the new compliance.</p> <p>Internal assembly delivered by the Careers Team on vocational pathways / T Levels / BTEC &amp; Technical qualifications</p>	<p>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.</p> <p>Assemblies during National Apprenticeships Week, delivered by external partners from RNN College and Sheffield College</p>	<p><b>No encounters – encounters must have taken place by 28 February</b></p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>impartial, mandatory Assembly delivered by IAG/apprenticeship adviser &amp; ASK delivery partner, Opportunity Sheffield, City Futures, Sheffield City Council</p> <p>Theme: “An Introduction to Apprenticeships”. The Assembly is delivered remotely in tutor groups to allow for Q&amp;A session.</p> <p>Tutor Time session to complement “An Introduction to Apprenticeships” Assembly; meeting all expectations of the new compliance.</p> <p>Internal assembly delivered by the Careers Team on vocational pathways / T Levels / BTEC &amp; Technical qualifications</p>	<p>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.</p> <p>Assemblies during National Apprenticeships Week, delivered by external partners from RNN College and Sheffield College.</p> <p>SEND and Disadvantaged workshops delivered by external partners from RNN College and Sheffield College.</p>	<p>Focus on Apprenticeships. 10. Speed-dating event – local employers brought in to present to whole year group.</p> <p>Each employer outlines Apprenticeship within relevant setting. 11. Careers Fair – students meet lots of different employers and circulate all asking questions. A strong focus within the questioning process is centered around Apprenticeships.</p> <p>Y10 Work experience week</p>

<p>YEAR 11</p>	<p>mpartial, mandatory Assembly delivered by IAG/apprenticeship adviser &amp; ASK delivery partner, Opportunity Sheffield, City Futures, Sheffield City Council</p> <p>Theme: “An Introduction to Apprenticeships”. The Assembly is delivered remotely in tutor groups to allow for Q&amp;A session.</p> <p>Tutor Time session to complement “An Introduction to Apprenticeships” Assembly; meeting all expectations of the new compliance.</p> <p>Internal assembly delivered by the Careers Team on vocational pathways / T Levels / BTEC &amp; Technical qualifications</p>	<p>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</p> <p>Assemblies during National Apprenticeships Week, delivered by external partners from RNN College and Sheffield College</p> <p>Careers Fair – students meet lots of different employers and circulate all asking questions. A strong focus within the questioning process is centred around Apprenticeships.</p> <p>National Apprenticeships Week annually focuses on Apprenticeship opportunities from within different subjects on the curriculum.</p> <p>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</p>	<p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Confirmation of post-16 education and training destinations for all students</p>
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	AUTUMN TERM	SPRING TERM	SUMMER TERM
		<p>opportunities and application processes.</p> <p>AMRC Workshop with focus on Apprenticeships and T Levels.</p>	
YEAR 12	<p>National Apprenticeships Week annually focuses on Apprenticeship opportunities from within different subjects on the curriculum.</p> <p>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.</p>	<p>UCAS support</p> <p>Continual open day visiting</p>	<p>Y12 work experience</p> <p>Specific careers visits per subject</p>
YEAR 13	<p>University Open days</p> <p>Interviews</p>		<p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Confirmation of post-18 education and training destinations for all students</p>

## 4.3 Granting and refusing access

Employers may 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 academy'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 advertising 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 academy complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 6. Monitoring arrangements

The arrangements for managing the access of education and training providers to students 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 shared with the Local Governing Body