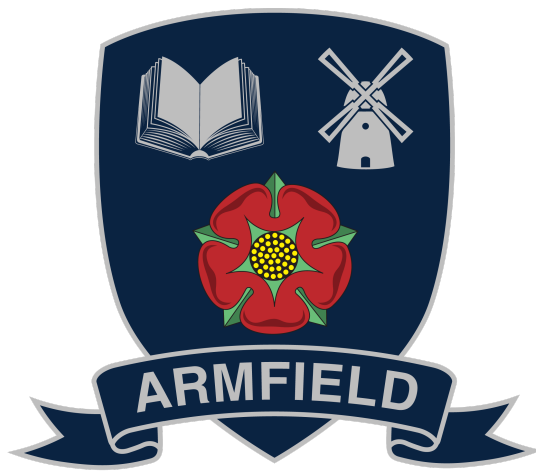


Provider access policy statement



Approved by:	Mr M. Height - AHT	Date: October 2023
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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 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 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)
 - o All pupils must attend
 - o 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)
 - o All pupils must attend
 - o 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

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.

Meaningful live online engagement is also an option at our school.

3. Pupil entitlement

All pupils in years 8 to 13 at Armfield Academy 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, taster events, careers fair.
- 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 A. Hill or Mr M. Height, Careers lead, AHT - Personal Development.

Telephone: 01257 207702

Email: a.hill@armfield.fcat.org.uk // m.height@armfield.fcat.org.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:

Year	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
11	<p>Resource Careers library</p> <p>Organise FE / Apprenticeship Presentations in Assemblies</p> <p>Create and distribute leaflets for parents and students re CEIAG at Armfield including College Open Events calendar</p> <p>Selected students to attend Fleetwood Nautical College Open Day and Open Day at Bispham Campus B&FC.</p> <p>CV Prep in PSHE Post 16 letters of application Personal Statements</p> <p>Attend Inspira collab meeting</p> <p>Attend College Careers Coordinators Meetings for update on provision</p> <p>Liverpool Tate Gallery Visit - Art</p> <p>Coordinate employer engagement opportunities through Business ambassador and SLT</p> <p>River Study Field Trip</p> <p>Meet the Army Trip</p> <p>B&FC Assembly talk</p> <p>Bpool 6th Form Assembly Talk</p> <p>Careers Guidance Interviews, 1-2-1 Action plan sessions with L7 trained Advisor UCLAN young Scientists trip</p>	<p>Careers Advice – Post 16 options</p> <p>College drop ins and advice clinics.</p> <p>Guidance one to one Interviews prep</p> <p>College Applications assemblies</p> <p>Selected students to attend Fleetwood Nautical College Open Day and Open Day at Bispham Campus B&FC.</p> <p>Track and monitor student applications. Follow up action if required</p> <p>Rewards trip to Trafford Centre</p> <p>Remembrance Day Assemblies</p> <p>Salford Quays Trip</p> <p>Natalie Collister – Head of EMFL, Blackpool Sixth Form College - visit/talk</p> <p>Head of English [Blackpool 6 th Form] GCSE Masterclass and A-Level English Talk</p> <p>Creative Writing Workshop [Local Poet Nathan Parker] / Assembly / Writing Lesson</p> <p>Careers Fair and Futures Day</p>	<p>Post 16 options/Labour market research and letters of application for students searching</p> <p>Barclays Life Skills and Money Sense-financial capability</p> <p>Apprenticeship applications Students access vacancies National Apprenticeship website</p> <p>Deadlines for BAE and BNFL</p> <p>Track and monitor student applications. Follow up action if required</p> <p>Apprenticeship applications Students access vacancies National Apprenticeship website</p> <p>Deadline for BAE and BNFL</p> <p>Track and monitor student applications. Follow up action if required</p> <p>Taster visits to WBL providers- NLTG</p> <p>National Apprenticeship Week 30 minute guest talk, form time activities and drop in Q&A sessions.</p> <p>Holocaust Assemblies</p> <p>Skills Studies & Revision skills sessions</p>	<p>PSHE - Post 16 options/ Labour market research and letters of application for students searching WBL /IAG</p> <p>Guidance one to one Interviews with Careers Adviser for all Year 11 students Careers Plans for priority students.</p> <p>Foundation Learning /Study Programme applications and visits</p> <p>Familiarisation visits to FE colleges for E3 and vulnerable students</p> <p>Prep for the Future Day Prep for Careers Fair</p> <p>Track and monitor student applications. Follow up action if required</p> <p>Advise at Year 11 SEN Reviews</p> <p>Ramadan Assemblies</p> <p>Renew Careers software licenses</p> <p>Walsingham Shrine Residential</p> <p>Twilight Taster Sessions Blackpool & Fylde College</p> <p>Blackpool 6th form Excellence</p>	<p>Post 16 options/ Labour market research and letters of application for students searching WBL / general IAG</p> <p>Attend collaborative Partnership Meeting</p> <p>Year 11 Employer mentoring programme- Careers and Enterprise-possible NEETs</p> <p>Careers Fair & Futures Day</p> <p>Bronze Duke of Edinburgh</p>	<p>Careers Office - IAG GCSE Results Day –Organise representatives from colleges and WBL providers to offer information and advice</p> <p>Planning for next academic year</p> <p>World Environment Day (June 5)</p>

	<p>Cambridge Uni trip Yr 11 Science</p> <p>Sport Studies OAA Yr11</p> <p>Yr11 Tate Art Gallery trip</p> <p>Duke of Edinburgh</p> <p>World Mental Health Day</p>	<p>Cardinal Newman Assembly Talk</p> <p>Training 2000 Assembly talk</p> <p>Careers Guidance Interviews, 1-2-1 Action plan sessions with L7 trained Advisor</p> <p>Duke of Edinburgh</p> <p>Parents/Progress Evening with colleges/employers</p> <p>Festival of Dance Blackpool Grand</p>	<p>Myerscough College Assembly talk</p> <p>Careers Guidance Interviews, 1-2-1 Action plan sessions with L7 trained Advisor</p> <p>Duke of Edinburgh</p>	<p>Academy assemblies</p> <p>Student Council Meet</p> <p>Rotary BAE Systems technology tournament</p> <p>Rewards Trip</p> <p>B&FC & 6th Form application drop in sessions</p> <p>World Book Day</p> <p>Careers Guidance Interviews, 1-2-1 Action plan sessions with L7 trained Advisor</p> <p>Duke of Edinburgh</p>		
10	<p>Enrichment day</p> <p>Careers Fair at local FE Colleges / WBL Providers/ Local Businesses/ Universities etc.</p> <p>Blackpool 6th Art Education Workshop</p> <p>Lyndsay Dickinson talk - Blackpool Sixth</p> <p>Meet The Army Trip</p> <p>World Mental Health Day</p>	<p>Begin to Source placements for students unable to self- place</p> <p>Rewards trip Old Trafford</p> <p>Remembrance Day Assemblies</p> <p>Selected students to attend Fleetwood Nautical College Open Day and Open Day at Bispham Campus B&FC.</p> <p>Careers Fair and futures Day</p> <p>Guest talk Head of Police and Former criminal - Anti drugs & crime talk</p> <p>International Mens Day Festival</p> <p>Festival of Dance Blackpool Grand</p>	<p>Careers Office – IAG sourcing of WEX placements /IAG</p> <p>UCLan Taster sessions Year 10 Access to Professions</p> <p>Holocaust Assemblies</p> <p>National Apprenticeship Week</p> <p>Parents Evening</p> <p>Careers Adviser and colleges in attendance at parents' evening</p> <p>Skills Studies & Revision Skills sessions</p> <p>Cardinal Newman Taster Day Assembly</p>	<p>Collect and input work placements onto Database</p> <p>Source placements for students unable to self- place Deadline 20th March</p> <p>Distribute medical questionnaire and job descriptions to students Collect and action returned documentation and issue Placement agreement forms</p> <p>Aim Higher programmes</p> <p>Rotary BAE Systems technology tournament</p>	<p>Work Experience - Student calls to Employers</p> <p>Aim higher visits to universities Edge Hill</p> <p>Mock work experience interviews</p> <p>Careers Fair</p> <p>Organise Work Experience Preparation Session: Health and safety/interview skills/ CVs.</p> <p>Assist with student phone calls to employers to arrange interviews</p> <p>Speaking and Listening speeches</p>	<p>Careers Office – IAG</p> <p>Work experience:</p> <p>Collect all signed Placement agreement sheets from students before students go out</p> <p>Work experience assemblies</p> <p>Work Experience visits</p> <p>Liaise with EBP and SLT regarding WEX for next academic Year</p> <p>Science awards show and talk with Marty Jopson</p>

				UCLan Open sessions BAE CAD competition. Student Council Meet World Book Day	Guidance- one to one Interviews begin for targeted students year 10 Liverpool John Moores - Salters Chemistry Festival Science Road Show	World Environment Day (June) Blackpool 6th Form Taster Day Blackpool & Fylde College Taster Day Rewards Trip
Year	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
9	Careers Fair – FE Colleges / WBL Providers/ Local Businesses/ Universities etc. Year 9 Cyber First Girls Event Y9 girls in Space Webinar World Mental Health Day	Blackpool Start profiles commence online in PSHE - working document revisited regularly. PSHE 6 week content on careers. Unit covers: Self - awareness /personal development / career research/career planning -CVs personal statements/ challenging stereotypes /Options BBC Bitesize Careers Roadshow Rewards trip to Flower Bowl Remembrance Day Assemblies Careers Fair and Futures Day Guest talk Head of Police and Former	Careers - guidance and information KS3 options Parents evening- Career Advisors and FE colleges/Apprenticeship specialists available to speak to Premier League Inspires enterprise event at Bloomfield Road Lancaster University virtual Coaching Sessions (Science) Holocaust Assemblies Imperial War Museum trip National Apprenticeship Week Whole of Y9 Winter Gardens Careers Event - Responsible Business Network	Options Evening – Careers Coordinator and FE / WBL providers in attendance 14-16 providers Option Sheets completed Guidance interviews available Aim Higher programmes UCLan /Jodrell bank Facilitate 14-16 applications and potential visits to Myerscough Advise at Year 9 SEN reviews Teen Tech Festival Women in STEM event FCWA healthy relationship lessons	Organise any potential 14-16 Myerscough Interviews Year 9 UCLan Programme Royal Academy of Engineering Workshops (Science) Science Road Show Teen Tech Finals UCLAN	Lancaster University Renewable Energy Workshops Science awards show and talk with Marty Jopson Planetarium trip Rewards Trip World Environment Day (June 5)

		<p>criminal Anti drugs and crime talk</p> <p>International Mens Day Festival</p> <p>Festival of Dance Blackpool Grand</p> <p>Create Education 3D printing Event</p>		<p>Careers Adviser and colleges in attendance at options evening</p> <p>International Women's Day 2023 festival @ BFC</p> <p>Fylde Coast Women's Aid guest talks</p> <p>Rotary BAE Systems technology tournament</p> <p>World Book Day</p> <p>Ramadan Assemblies</p> <p>Student Council Meet</p> <p>Rewards Trip</p>		
8	<p>Careers integrated into Opening Minds Curriculum</p> <p>BAE Systems Army/Navy Roadshow</p> <p>World Mental Health Day</p> <p>Macbeth RSC</p>	<p>Enrichment Day</p> <p>BBC Bitesize Careers Roadshow</p> <p>Rewards trip to Theatre</p> <p>Remembrance Day Assemblies</p> <p>Nathan Parker - Poet Visit</p> <p>Faraday Challenge - Science</p> <p>International Mens Day Festival</p> <p>Festival of Dance Blackpool Grand</p> <p>Create Education 3D printing Event</p>	<p>Holocaust Assemblies</p>	<p>Aim Higher visits</p> <p>Sciathalon Competition</p> <p>Chester Zoo trip</p> <p>World Book Day</p> <p>Ramadan Assemblies</p> <p>FCWA healthy relationship lessons</p> <p>Student Council Meet</p> <p>Rewards trip</p>	<p>Enrichment Day</p> <p>Tomorrows Engineers – show case and workshops</p> <p>Science Road Show</p> <p>Parents Evening</p>	<p>Rewards Trip</p> <p>World Environment Day (June)</p> <p>Orient Express interviews (English)</p>
7	<p>Careers integrated into Opening Minds Curriculum</p>	<p>BBC Bitesize Careers Roadshow</p> <p>Rewards trip to Theatre</p> <p>Remembrance Day Assemblies</p>	<p>Holocaust Assemblies</p> <p>Knife Crime Talk</p> <p>Shakespeare Workshop [By</p>	<p>Author Talks - Science Sciathalon Competition</p> <p>Cadburys World Trip</p>	<p>Parents Evening</p>	<p>Planetarium trip</p> <p>Rewards Trip</p> <p>World Environment Day (June 5)</p>

	BAE Systems Army/Navy Roadshow	Geography Club (Fairtrade)	Representatives from the Electric Theatre] / Hamlet lesson	FCWA healthy relationship lessons		A MidSummer Nights Dream Theatre Trip
	Show Racism The Red Card	Antarctica Flag Competition		Ramadan Assemblies		
	World Mental Health Day	Nathan Parker - Poet Visit		Student Council Meet		
		Festival of Dance Blackpool Grand		World Book Day Rewards Trip		
				Hamlet Trip English		

Please speak to our AHT - Mr M. Height to identify the most suitable opportunity for you.

4.3 Granting and refusing access

A number of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning. Access to students and/or parents will be granted on the understanding that information and guidance offered by providers is related to technical courses and apprenticeship opportunities only. Providers will be expected to meet the school's safeguarding requirements, which can be found in the Safeguarding Policy Statement accessible on the school website.

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

The school will make the memorial hall, classrooms or private meeting rooms available for discussions between the provider and students, 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Library which is available to all students at lunch and break times.

5. Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Cardinal Newman
Lloyds Group
BFCCT
Rosscon
Blackpool Pleasure Beach
NHSBSA
UCLAN
DES Group
De Puy – Johnson & Johnson
Stafford RS
Vitrex
Vinci Construction
Enveco NW
NHS
Moore & Smalley
Blackpool Sixth Form
Hunters
Inspira
EBPNW
Great Places Housing Group

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after

school: The most recent destination data is from 2021. Armfield Academy during this time had no leavers of school.

7. 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

8. Links to other policies

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

- [Safeguarding/child protection policy](#)
- [Careers guidance policy](#)
- [Curriculum policy](#)
- [Complaints policy](#)

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by the headteacher, Mr M. Kilmurray.

This policy will be reviewed by Mr M. Height annually.

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