

COPPICE ACADEMY PROVIDER ACCESS POLICY

Revised:

December 2024

Review Date

December 2025



The Provider Access policy

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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 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:

Two 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

Two 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

Two encounters for pupils during the 'third key phase' (year 12 or 13)

- Pupils can choose to attend
- Encounters can take place any time during year 12, and between 1 September and 28 February during year 13 (not applicable at Coppice as 11-16yrs)

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

At Coppice Academy, the Provider Access Legislation is linked to our ILWS and Careers curriculum. Each encounter is planned carefully into the overview ensuring that students have access to meaningful information about education provision.

2.2 Meaningful provider encounters

Coppice Academy is committed to providing meaningful encounters to all pupils.

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

Meaningful encounters can take place by a visit, visitor or live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 11 at Coppice Academy are entitled to:

- Find out about technical education qualifications, supported internships 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
- 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 Rachael Watkin.

Telephone: 01782 973500

Email: rachael.watkin@coppice.set.org

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.

Examples of encounters: see appendix 1

4.3 Granting and refusing access

Access will be offered depending on the curriculum pathway a pupil follows. Refusal to events may take place when a booking system is in place and capacity is full.

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

Facilities will be available to enable providers to access students, e.g. rooms, specialist equipment such as audio and visual devices.

All events should be organised and accessed through Rachael Watkin or the admin team at Coppice Academy.

Providers are welcome to leave prospectuses or other material for pupils or parent/carers to access.

5. Previous providers

In previous years, the following providers from the local area were invited to Coppice Academy to speak to pupils:

- Newfriars College
- Newcastle Under Lyme College
- Reaseheath College
- Martec
- Crewe College
- Regent College
- Stoke-on-Trent College
- Project Search
- Strathmore

6. Pupil destinations

Year 11 pupils moved to a range of providers including

- Newfriars College
- Newcastle Under Lyme College
- Reaseheath College
- Martec
- Crewe College
- Regent College
- Stoke-on-Trent College

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

All other policies can be accessed at [Policies | Coppice Academy](#)

- Safeguarding/child protection policy
- Careers strategy policy
- Curriculum policy
- Complaints policy

9. Monitoring arrangements

This policy will be reviewed and approved by the school Governing Body annually.



Appendix 1: Opportunities for access

Appendix 1 Careers Statutory Duties		Autumn Term	Spring Term	Summer Term
<p>Provider Access Legislation: To provide opportunities for a range of education and training providers to access all year 8 to 13 pupils to inform them about approved technical education qualifications and apprenticeships and that a policy statement setting out these arrangements is published on the school's website and to make sure the statement is followed</p>	Year 7/ Year 8	<p>Careers visit from Project Search/ Newfriars College to talk about supported internships</p> <p>Careers focus in ILWS linking school to post 16 and beyond</p>	<p>Charities and Enterprise Topic-working with Dougie Mac/ Stoke Foodbank</p>	<p>Careers Observatory Visit to local employers</p>
	Year 9	<p>Careers visit from Project Search/ Newfriars College to talk about supported internships/ Links with local college</p> <p>Careers focus in ILWS linking school to local job market</p>	<p>KS4 options assembly</p> <p>Charities and Enterprise Topic-working with Dougie Mac/ Stoke Foodbank</p>	<p>Careers Observatory Visit to local employers</p> <p>Careers Interview with an independent Advisor</p>
	Year 10	<p>Post 16 College event with 6 local colleges and trainers</p> <p>Careers Talk – Army</p> <p>Construction Taster Activity Wimpey Homes</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Careers focus in ILWS looking at applications/ CVs and skills for the workplace</p> <p>Careers Café with local employers</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Subject links- Creative Arts visit to Newcastle College Art Show</p> <p>Subject Links – Hospitality & Catering visit to Community Junction (Newfriars College)</p> <p>Vocational Week – Spruce class</p>

<p>Independent and Impartial</p> <p>Guidance: Every school must ensure that pupils are provided with independent and impartial careers guidance from year 7 to year 13 and students aged up to 25 with an EHCP plan.</p>	<p>Year 11</p>	<p>Post 16 provider open evenings signposted to students.</p> <p>Post 16 College event with 6 local colleges and trainers</p> <p>Careers Talk – Army</p> <p>Construction Taster Activity Wimpey Homes</p> <p>Careers Interview with an independent Advisor</p>	<p>Taster days and visits to Newcastle College/ Newfriars/ Martec</p> <p>Careers focus in ILWS looking at applications/ CVs and skills for the workplace</p> <p>Careers Café with local employers</p>	<p>Confirmation of post-16 education and training destinations for all pupils</p> <p>Work Experience placements- Holly, Cherry, Nutmeg</p> <p>Vocational Week – Spruce class</p>
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