

PROVIDER ACCESS POLICY

Dame Elizabeth Cadbury School



Dame Elizabeth
Cadbury School

July 2026

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Review led by: C Seager

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1. Aims

The Provider Access policy 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 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](#).

This policy shows how our school complies with these requirements.

3. Learner Entitlement

All students at our school 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
- Understand how to make applications for the full range of academic and technical courses

These encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (years 8 to 9) and two encounters for pupils during the 'second key phase' (years 10 to 11). For students in the 'third key phase' (year 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 students 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.

4. Meaningful Provider Encounters

One encounter is defined as one meeting/session between pupils and one or more providers. We are committed to providing meaningful encounters to all pupils using the [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.

5. Previous Providers

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

BIMM	Music College
Fortem	Employer
RAF	MOD and apprenticeships
Mercer Marsh Benefits	Apprenticeships
Jaguar Land rover	Automotive and Apprenticeship providers
ASK	Apprenticeship advice
Joseph Chamberlain College	College
Gordon Franks Training	Employer
Bishop Challoner Sixth Form	College
Army	MOD and apprenticeships
Stratford College	College
HOET	Apprenticeships
South & City College Birmingham	College
Newman College University	University
Royal Navy	MOD
British Army	MOD
University of Birmingham	University
NHS Apprenticeship Hub	Apprenticeships
Aston University	University
West Midlands Police	Uniformed Services, Police Apprenticeships
Birmingham University	University

Solihull College	College
Cadbury College	College
Sandwell College	College
Halesowen College	College
Newman University	University
Work Pays (Apprenticeships)	Apprenticeships
West Midlands Police	Employer
DWP (Schools Team)	Employer
University College Birmingham (UCB)	University
Lendlease	Construction
University of Law	University
Romulus Football Academy	Football academy
JTL	Apprenticeships
Justice Service	Employer
ACM	Music College
Babington.co.uk	Apprenticeships
Sport4Life	Employment Charity
Nova Training	Employer
Cracker Jack Training	Childcare apprenticeships

6. Destinations of our pupils

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

- DEC Sixth form, Cadbury College, Halesowen College, Solihull College, Kings Norton Girls Sixth form, South and City College, Joseph Chamberlain College

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

- University of Birmingham, University of Nottingham, UCB, Coventry University, Manchester University,

7. Management of Provider Access Request

7.1. Procedure

A provider wishing to request access should contact Miss K Shahmiri, Careers Leader.

Telephone: 0121 464 4040

Email: enquiry@decschool.co.uk

7.2. 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. These are detailed in our Career

Plan https://files.schudio.com/matrix-academy-trust/files/documents/MATRIX_Careers_Policy_.pdf . Please speak to our Careers Leader to identify the most suitable opportunity for you.

7.3. Granting and refusing access

We will always try to grant access wherever possible but may refuse based on the following criteria. Please note this list is not exhaustive and each request will be considered on a case by case basis.

- Nature of the request from provider
- The needs of the students
- The needs of the curriculum
- Number of requests received from provider
- Number of requests received for a particular cohort of students
- Timing of the academic day
- Availability in our calendar
- Quality of previous interactions with our students
- Failure to pass safeguarding checks
- Safety of our pupils, staff and visitors.

7.4. Safeguarding

Our Child Safeguarding 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.

Providers will only be permitted to take photographs of events if they have agreed this with the Careers Leader in advance and adequate time has been given to make appropriate permission checks.

[https://files.schudio.com/matrix-academy-trust/files/documents/Matrix_Child-Safeguarding-Policy_September_2025\(1\).pdf](https://files.schudio.com/matrix-academy-trust/files/documents/Matrix_Child-Safeguarding-Policy_September_2025(1).pdf)

7.5. Premises and facilities

Depending on the nature of the session, providers will have access to presentation rooms or classrooms with audio/visual equipment, projectors or interactive whiteboards. Organisation of these facilities will take place when you contact the Careers Leader about your proposed session.

Providers will be asked to send a copy of any presentation slides or materials to the Careers Leader 24 hours in advance of the session. The use of USB sticks is not possible.

Providers can leave materials such as prospectuses for the students to read but we kindly ask that this is agreed with the Careers Leader first. Such materials will be assessed for their suitability.

7.6. Complaints:

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

8. Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to pupils is monitored by Miss K Shahmiri, Careers Leader.

This policy will be reviewed annually by Miss K Shahmiri, Careers Leader and C Seager, Headteacher.