



Provider Access Policy Statement

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Full Governing Body	

Status:

Statutory policy or document	Yes
Review frequency	Recommended annually
Approval by	Governing body

Publication:

Statutory requirement to publish on school website	Yes
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Annually	Autumn 2024

Version Control:

Author	Creation Date	Version	Status
Business Manager (BW)	8 January 2018	0.1	Draft based on DfE example policy, for publication on website pending Governor approval
Changed by	Revision Date		
Business Manager (BW)	19 January 2018	0.2	Updated with Y8 information, ready for Governor approval
Business Manager (BW)	26 January 2018	1.0	Final version for publication
Business Manager (BW)	9 December 2018	1.1	Updated for 2018-19 to include new Careers Leader role
Business Manager (BW)	17 January 2019	2.0	Final approved version for publication
Careers Leader (PD)	4 September 2019	2.1	Updated for 2019-20
Business Manager (BW)	23 September 2019	3.0	Final approved version for publication
Business Manager (BW)	12 February 2020	3.1	Updates to programme of events
Careers Leader (PD)	1 September 2020	3.2	Annual review; no changes
Business Manager (BW)	28 September 2020	4.0	Final approved version for publication
Careers Leader (PD)	2 December 2021	4.1	Annual review; updates to programme of events
Business Manager (BW)	3 December 2021	4.2	Review frequency and approval body updated in line with latest statutory guidance; some wording updated in line with The Key for School Leaders model policy (November 2020)
Business Manager (BW)	13 December 2021	5.0	Final approved version for publication
Careers Leader (PD) Business Director (BW)	20 January 2023	5.1	Updated to reflect changes to legislation and the careers legal duty that came into force on 1 September 2022 in line with The Key for School Leaders model policy (January 2023)
Business Director (BW)	6 February 2023	6.0	Final approved version for publication
Careers Leader (PD)	29 November 2023	6.1	Annual review; updates to programme of events and student destinations
Business Director (BW)	12 December 2023	7.0	Final approved version for publication

1 Introduction

1.1 This policy statement aims to set out the federation's arrangements for managing the access of education and training providers to students for the purposes 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

2.1 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.

2.2 Schools must provide a minimum of six encounters with technical education or training providers to all pupils in Years 8 to 13 (see further details below).

2.3 Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

2.4 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](#).

2.5 This policy shows how our federation complies with these requirements.

The Six Encounters Schools Must Offer to All Pupils in Years 8 to 13

2.6 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

2.7 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.

2.8 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

Meaningful Provider Encounters

- 2.9 Our federation is committed to providing meaningful encounters to all pupils. An encounter is defined as one meeting/session between pupils and one provider. Meaningful live online engagement is also an option at our school.

3 Student entitlement

- 3.1 All students in Years 8 to 13 in our federation 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 and speak to a range of local providers about the opportunities they offer, including technical education and apprenticeships - through careers events, options evenings, assemblies and group discussions
- understand how to make applications for the full range of academic and technical courses

4 Management of provider access requests

- 4.1 A provider wishing to request access should contact the federation's Careers Leader (Mr Drought), relevant Head of School or Assistant Headteacher Post-16.
- 4.2 A number of events, integrated into the federation's careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents.
- 4.3 This includes a careers and apprenticeships assembly programme featuring numerous providers e.g. HMRC; Accenture; Careers at Sea; TDR Training; Tyne North Training; Northumberland Skills; RAF, Army and Royal Navy Careers; Port Services Blyth; Northumberland and Tyne & Wear NHS Trust; British Engines; and Northumberland County Council.
- 4.4 The Spring Term Careers and Higher Education information day includes:
- Independent Training Providers (ITPs)
 - o TDR Training
 - o TNT Tyne North Training
 - o Northumberland Skills
 - General Further Education (FE) colleges
 - o Tyne Coast College
 - o South Shields Marine School
 - o Newcastle College
 - o Northumberland College
 - Institutes of Technology (IoTs)
 - o Tyne Coast College

	Autumn Term	Spring Term	Summer Term
Year 7		<ul style="list-style-type: none"> • IAG questionnaire • Careers and Higher Education information day • Tyne Coast College Assembly 	<ul style="list-style-type: none"> • Visit to Port Training Services in Blyth to see renewable energy industry • Careers Day during intake week
Year 8		<ul style="list-style-type: none"> • IAG questionnaire • Careers and Higher Education information day • Tyne Coast College Assembly 	<ul style="list-style-type: none"> • Visit to Port Training Services in Blyth to see renewable energy industry • Careers Day during intake week
Year 9	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Newcastle University assembly • Oxford University talk 	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Information from providers before the option process begins • Careers and Higher Education information day • Tyne Coast College Assembly 	<ul style="list-style-type: none"> • No encounters (all encounters must have taken place by 28 February)
Year 10	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Life Skills - work experience preparation sessions • Visit to National Apprenticeship Roadshow • Newcastle University assembly • Oxford University talk 	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Life Skills - PSHE sessions • University visits • Careers and Higher Education information day • Tyne Coast College Assembly 	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Life skills - assembly and tutor group opportunities
Year 11	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Life Skills - assembly on opportunities at 16 • 1:1 careers interviews • Oxford University talk • Post-16 Aspiration Breakfasts • Newcastle University visit 	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Post-16 evening • Post-16 taster sessions • NCS assembly • 1:1 careers interviews • Careers and Higher Education information day • Tyne Coast College Assembly 	<ul style="list-style-type: none"> • No encounters (all encounters must have taken place by 28 February)
Year 12	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Students' Finance team 	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Oxford and Cambridge University conference for most able 	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme

	<ul style="list-style-type: none"> • Year group visit to Northumbria University • Talks from local universities regarding widening participation schemes • Whole Sixth Form visit to Apprenticeship Fair in Newcastle • Social Mobility Foundation scheme for aspiring young professionals • Oxford University talk • Newcastle University Medicine talk • Durham University talk 	<ul style="list-style-type: none"> • Careers and Higher Education information day • Tyne Coast College Assembly 	
Year 13	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Workshops - Higher Education and higher level apprenticeship applications • UCAS Club - support after school with university applications from Oxford, Newcastle and Northumbria Universities • Talks from all local universities regarding widening participation schemes • Whole Sixth Form visit to Apprenticeship Fair in Newcastle • Oxbridge and Medicine interview preparation • Durham University talk 	<ul style="list-style-type: none"> • Careers and apprenticeships assembly programme • Careers interviews with an independent careers advisor for all students not applying for university • CV Writing workshop with DWP • Job interview preparation with Job Centre Plus • Careers and Higher Education information day • Tyne Coast College Assembly 	<ul style="list-style-type: none"> • No encounters (all encounters must have taken place by 28 February) • Targeted weekly emails sent to parents with details of all apprenticeships

- 4.5 Please speak to Mr Drought (ACHS/WMS) or Mrs McSparron (SSMS) to identify the most suitable opportunity for you.
- 4.6 The federation's Child Protection Policy outlines the federation's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

5 Premises and facilities

- 5.1 The school will make the main 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, relevant Head of School, Assistant Headteacher Post-16 or Northumberland County Council Careers Adviser.
- 5.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature in the school library.

6 Pupil destinations

- 6.1 Last year, our 142 Year 11 pupils moved to the following destinations after school:

• ACHS Sixth Form	84	59.15%
• College	51	35.46%
• Apprenticeship	3	2.11%
• Other	0	0.00%
• NEET	4	2.84%

- 6.2 Last year, our 51 Year 13 pupils moved to the following destinations after school:

• University	27	52.94%
• Apprenticeship	12	23.53%
• Level 3 College	4	7.84%
• Full Time Work	6	11.76%
• NEET	1	1.96%
• Year Out	1	1.96%

7 Complaints

- 7.1 Any complaints related to provider access can be raised following the federation's Complaints Procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk.