



# PROVIDER ACCESS POLICY STATEMENT

<b>Approved by:</b>	Mr N Stoddart	<b>Date:</b> 1 <sup>st</sup> November 2024
<b>Last reviewed on:</b>		
<b>Next review due by:</b>	1 <sup>st</sup> October 20245	

## Contents

1. Aims .....	3
2. Statutory requirements .....	3
3. Student entitlement.....	4
4. Management of provider access requests.....	4
5. Previous providers .....	5
6. Pupil destinations.....	6
7. Complaints .....	6
8. Links to other policies .....	6
9. Monitoring arrangements.....	6

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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). At Studio West we receive the first four of these.

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:

- 2 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
- 2 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
- *2 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*

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

We will liaise with providers when planning encounters to ensure that these information items are delivered.

## 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. Student entitlement

All pupils at Studio West in years 7-11 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.

In line with the update to provide access legislation (January 2023), we will provide at least four encounters with approved providers of apprenticeships and technical education for all our pupils:

- Two encounters for pupils during the first 'key phase' that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' that are mandatory to attend

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Ruby Begum. Email:

[ruby.begum@northernleaderstrust.org](mailto:ruby.begum@northernleaderstrust.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. This table is not exhaustive however, and we welcome the opportunity to work with training providers and employers to provide opportunities to work with our students.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Transition activities, PHSE sessions	PHSE sessions, assembly, workshop and tutor group opportunities	PHSE sessions, assembly, workshop and tutor group opportunities
YEAR 8	PHSE sessions, assembly, workshop and tutor group opportunities	PHSE sessions, Assembly, workshop and tutor group opportunities.	PHSE sessions, assembly, workshop and tutor group opportunities

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	PHSE sessions, assembly, workshop and tutor group opportunities	PHSE sessions, assembly, workshop and tutor group opportunities. Post-16 options evening	PHSE sessions, assembly, workshop and tutor group opportunities. Work experience.
YEAR 10	PHSE sessions, Practice Interviews	PHSE sessions, assembly, workshop and tutor group opportunities. Post-16 options evening	PHSE sessions, Careers week - workshops, assemblies, workplace visits. Work Experience
YEAR 11	PHSE sessions, assembly, Post-16 open evening	PHSE sessions, assembly, Post-16 options evening	-

Please speak to our careers lead to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

### 4.3 Granting and refusing access

The table above gives an indication of when access is most likely to be granted. Access at other times will be supported whenever possible but will depend on the whole school calendar (e.g avoiding clashes with assessment weeks) and availability of facilities.

### 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 school halls, 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 another appropriate member of school staff.

## 5. Previous partners

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

Provision of External and Independent Careers Guidance

Name	Title
Alex Coyle	Careers Advisor from CareerWave
Rebecca Henderson	Careers Advisor from Newcastle City Council

Other formal and informal partnerships

Organisation	Name	Title
Your Homes Newcastle	Rachel Wilkinson	Enterprise Advisor
North East Collaborative Outreach Partnership (NECOP)	Kirsten Lovell	Project Co-ordinator
Unifrog	Ben Mahoney	Area Manager
North East Enterprise Partnership (NELEP)	Matt Joyce	Regional Lead
Newcastle College	Katherine Robson	Education Partnerships Manager
One Vision	Tom Gallon	Careers Facilitator

## 6. Pupil destinations

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

- › Kenton School Sixth Form
- › Newcastle College
- › Newcastle Sixth Form College
- › Gateshead College
- › Northumberland College
- › Gosforth Sixth Form

## 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](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

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

- › [Careers and Guidance Policy](#)
- › [Safeguarding and child protection policy](#)
- › [Wider curriculum information](#)
- › [School complaints procedure](#)

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Northern Leaders Trust's Director of Curriculum, Noel Stoddart ([noel.stoddart@northernleaderstrust.org](mailto:noel.stoddart@northernleaderstrust.org)).

This policy will be reviewed by our careers lead annually. At every review, the policy will be approved by the governing board.