

PROVIDER ACCESS POLICY STATEMENT

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 students 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 students in Years 8 to 13

Schools must offer:

- 2 encounters for students during the 'first key phase' (Year 8 or 9)
 - All students must attend
 - Encounters can take place any time during Year 8, and between 1 September and 28 February during year 9
- 2 encounters for students during the 'second key phase' (Year 10 or 11)
 - All students must attend
 - Encounters can take place any time during Year 10, and between 1 September and 28 February during year 11
- 2 encounters for students during the 'third key phase' (Year 12 or 13)
 - Students 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 students

Lady Manners School typically uses a range of providers to deliver assemblies, focused sessions, work placements and longer talks.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students.

1 encounter is defined as 1 meeting/session between students and 1 provider.

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

3. Student Entitlement

All students in years 8 to 13 at Lady Manners 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, 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 Miss J Picknell, Deputy Headteacher

Telephone: 01629 812671

Email: info@ladymanners.derbyshire.sch.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:

We've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assembly and tutor group opportunities - employability skills	Assembly and tutor group opportunities - employability skills	Assembly and tutor group opportunities - employability skills
YEAR 9	Assembly and tutor group opportunities - employability skills Meeting with careers adviser	Key Stage 4 options event	No encounters – encounters must have taken place by 28 February
YEAR 10	Assembly and tutor group opportunities - employability skills	Assembly and tutor group opportunities - employability skills	World Of Work Week
YEAR 11	Post-16 provider assemblies Post-16 apprenticeships session Meetings with careers adviser Post-16 applications	Post-16 interviews Apprenticeships – support with applications	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all students
YEAR 12	Assembly and tutorial group opportunities - employability skills and Post 18 opportunities	Group sessions: future education, training and employment options Meetings with careers adviser	Technical/vocational sessions Higher education (HE) fair
YEAR 13	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications	Meetings with careers adviser Assembly and small group opportunities - employability skills	No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all students

Please speak to our Careers Team 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

These sessions will be organised in consideration of the school timetable and the school calendar. Access may be limited during assessment and examination periods.

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 provide access to a suitable space to talk to students

- Typically, a projector and screen will be available
- Prospectuses or other material for students to read can be sent or left at the school to form part of the Careers section in the library