



# Provider Access Policy Statement

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## Document provenance

This policy was approved by Trustees as follows –

Approver: Education Committee

Date of Approval: June 2021

Executive Leadership Team (ELT) Owner:

Date of Review: June 2022

National Director of Education (NDE)

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

### Purpose of this policy

This policy sets our Trust-wide statement to ensure that each secondary academy provides Year 8 to Year 13 pupils with their entitlement to hear from a range of education and training providers about approved technical education qualifications and apprenticeships.

Each academy will use this overarching policy statement to set out how external providers can work with our academies to have access to talk to and work with our Year 8 to Year 13 pupils. Each E-ACT secondary academy will publish their respective Provider Access Request access statements so that external providers know who to contact and how to work with our academies.

# Provider Access Policy

## 1. Introduction and purpose

- 1.1. This policy statement sets out the Trust's position in meeting our statutory duty and guides each academy in establishing their arrangements for managing access of providers to pupils for the purposes of giving them information about the provider's education or training offer.

## 2. Scope

- 2.1. This policy applies to all E-ACT secondary academies and to any provider wishing to request access (See Appendix 1).

## 3. Legislation and regulation

- 3.1. This policy complies with our legal obligations under Section 42B1 of the Education Act 1997<sup>2</sup>.
- 3.2. Each secondary academy will publish on their academy website their Provider Access Request statement so that external providers know who to contact and how to work with our academies. On each academy website this will also be linked to detailed information about the careers' education and guidance programme delivered by each academy for every eligible year group.

## 4. Pupil entitlement

- 4.1. E-ACT secondary academies must ensure that there is provision for different providers of approved technical education qualifications and apprenticeships to visit the academy and talk to all pupils in Years 8 to Year 13. We want E-ACT pupils to understand and learn about the many different qualifications and course available to them in pursuing a wide range of career routes and options for their futures.

- 4.2. All pupils are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers education programme, providing 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 evenings, talks, workshops, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## 5. Management of Provider Access Requests

- 5.1. A provider wishing to request access should contact the respective E-ACT academy directly.
- 5.2. The Headteacher and senior leadership team will ensure that using the details set out in Appendix 1 and the academy Provider Access Request statement, that providers understand fully what is required and how to set out their request.

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2017/19/section/2>

<sup>2</sup> <http://www.legislation.gov.uk/ukpga/1997/44/section/42B>

- 5.3. To support Headteachers and senior leaders in the efficient and effective running of the academy, the Trust requests that contact with the academy is made as far ahead as possible, to give time for the academy to consider the access request and plan for a potential visit.
- 5.4. The Trust wishes to encourage as many providers as possible to meet and work with our Year 8 to Year 13 pupils and annually each academy will schedule events for pupils and parents, but as much advance notice as possible is very helpful.
- 5.5. In considering requests, Headteachers, senior leaders and leaders for careers education will review:
  - How the request supports the programme of planned careers education and guidance for the targeted pupil group and the focus and appropriateness of proposed content;
  - How the timing of the request can be included in the schedule of events for other careers events, assemblies, visits by other providers and employers;
  - The timing of the request in relation to mock exams, final exams and moderation days, and other events already scheduled annually;
  - Whether this is a return visit to the academy by the provider and the overall quality and impact previous visits had for groups of pupils;
  - Availability of academy staff to support the visit;
  - The availability and appropriateness of the academy accommodation to meet the needs of the request.
- 5.6. If a request cannot be accommodated by the academy, the academy will contact the provider and explain reasons why. If the request is suitable but the timing proposed is not practical within the current programme, the then the academy will work with the provider to determine an alternative date.

## **6. Opportunities for access**

- 6.1. As well as requesting to meet with particular Year 8 to Year 13 groups of pupils, providers may also wish to attend the specific careers events held at each academy annually.
- 6.2. These events provide good opportunity for providers to come into the academy to work on the careers programme and support pupils and parents.
- 6.3. Each secondary academy will publish an overview of the careers events per term on the academy website (Appendix 2).

## **7. Premises and facilities**

- 7.1. The academy will make the main hall, classrooms, and as necessary smaller meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.
- 7.2. The academy will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the respective academy leader for careers education and guidance or a member of their team.
- 7.3. Visitors to academy buildings will be required to adhere to our safeguarding procedures in the academy.

7.4. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the leaders and careers education team in the academy.

## **8. Responsibilities**

8.1. The following responsibilities apply in relation to this policy:

- National Director of Education - is accountable for this policy and holding Regional Education Directors to account for ensuring that all secondary academies have published a full and comprehensive Provider Access Request statement;
- Regional Education Directors - responsible for ensuring each academy has in place a published Provider Access Request statement and checking these annually along with the published careers education programme information;
- Headteachers - are accountable in meeting statutory duties to provide a careers education programme for pupils, publishing the Provider Access Request statement each year and ensuring that careers leaders in the academy work with external providers in upholding this policy.

## **9. Approval and review**

9.1. This policy statement is approved by the Education Committee and then each year the Regional Education Director will review and approve academy Provider Access Request statement and supporting careers education and guidance programme published on the academy website.

## Appendix 1

### Provider Access Request

**Name of E-ACT Academy:** Willenhall EACT Academy

**Address:** Furzebank Way, Willenhall, West Midlands, WV12 4BD

**Headteacher:** Executive Headteacher Mrs Sarah Murcott

**Leader for Careers Education and Guidance:** Miss Chelsea Wilson, Assistant Headteacher

**Telephone:** 01902 368221

**Email:** Chelsea.wilson@wha.e-act.org.uk

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### Provider Access Request

**Name of provider:**

**Main point of contact:**

Please outline below which year group/s you would like to meet with in your request. Set out the aims and content proposed for your visit and any AV requirements.

Please include proposed date and length of session/visit.

Submit this form to the Leader for Careers Education and Guidance as above

**Appendix 2**

**Careers programme of events - overview**

**Name of E-ACT Academy:**

**Address:**

**Headteacher:**

**Leader for Careers Education and Guidance:**

**Academic year:**

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 8</b>			
<b>Year 9</b>			
<b>Year 10</b>			

	Autumn Term	Spring Term	Summer Term
Year 11			
Year 12			