



# Careers

## Provider Access Policy

Adopted	January 2023
Review Cycle	Bi-annual
Last Review	January 2023
Next Review	September 2025

## 1. Aims

This policy statement sets out the Academy's arrangements for managing the access of education and training providers to students at the Academy for the purpose of giving them information about the provider's education or training 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 7 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 the Academy complies with these requirements.

## 3. Student entitlement

All students in years 7 to 11 at All Saints Academy, Plymouth 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 through options evenings, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

The updated provider access legislation specifies schools and academies must provide at least six encounters for all of their students. This update came into force on 1<sup>st</sup> January 2023.

- Two encounters for students during the 'first key phase' (Year 8 or 9) that are mandatory for all pupils to attend.
- Two encounters for students during the 'second key phase' (Year 10 or 11) that are mandatory for all students to attend.

- Final two encounters during Year 12 or 13 – does not apply to our students

## 4. Management of provider access requests

### 4.1 Procedure

Providers should contact All Saints Academy, Plymouth via reception or by using the appropriate details below. Email is the preferred mode of communication.

A provider wishing to request access should contact Peter Keegan, SLT Strategic Lead for Careers.

Telephone: 01752 705131

Email: peter.keegan@asap.org.uk

### 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parents/carers:

- Year group assemblies
- Annual Careers Fair
- Year 11 Post 16 options evening
- Year 11 parents evening
- National Apprenticeships Week
- National Careers Week
- All Years Careers Education Lessons

### 4.3 Granting and refusing access

We endeavour to provide access to all students in every year group. Some events may be targeted at a specific cohort of students and access may be limited by the number of places available

### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the Academy's procedure for checking the identity and suitability of visitors. The following details are expected to be adhered to by all our visitors:

- Be familiar with this safeguarding policy
- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc.
- Be alert to signs and indicators of possible abuse (see the Safeguarding policy for more details regarding current definitions and indicators)
- Record concerns and give the record to the Designated Safeguarding Lead, or the Headteacher
- Deal with a disclosure of abuse from a child in line with the guidance in Appendix Two of the Safeguarding policy - you must inform the Designated Safeguarding Lead immediately, and provide a written account as soon as possible.

Education and training providers will be expected to adhere to this policy.

#### 4.5 Premises and facilities

- The Academy hall, breakout areas and classrooms will be available for use depending on size and need of the group. All venues have audio-visual capabilities
- Staff organising an event should consult the Academy calendar and speak directly to any staff who will be directly impacted by the event. A proposal should then be submitted to Peter Keegan, SLT Strategic Lead for Careers.
- Providers are welcome to leave prospectuses or other materials for follow up work or for students to take home.

#### 5. Links to other policies

- Safeguarding policy (Nov 2022)
- Behaviour policy (Sept 2022)
- Careers education policy (Jan 2023)

#### 6. Monitoring arrangements

The Academy's arrangements for managing the access of education and training providers to students is monitored by Peter Keegan, SLT Strategic Lead for Careers.

This policy will be reviewed by Mr Scott Simpson-Horne, Headteacher, bi-annually. At every review, the policy will be approved by The Ted Wragg Multi Academy Trust.