LIONHEART
EDUCATIONAL
TRUST

PROVIDER ACCESS POLICY

This policy applies to all the academies in The Lionheart Educational Trust

Approved by Trust Board

January 2024 – 2025

Contents

The Newbridge School: Provider Access Policy

1. Introduction

This policy statement sets out the Trust schools/college arrangements for managing the access of providers to pupils 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

Trust schools/college 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). One encounter is defined as one meeting/session between pupils and one provider.

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](#).

2.1. Trust schools/college will therefore provide at least 6 encounters as follows:

- 2 encounters for pupils during the 'first key phase' (**year 8 or 9**)

    o   All pupils must attend

    o   Encounters can take place any time during year 10, and between 1 September and 28 February during year 9

- 2 encounters for pupils during the 'second key phase' (**year 10 or 11**)

    o   All pupils must attend

    o   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**)

    o   Pupils can choose to attend

    o   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/college day. Trust schools/college can continue to provide complementary experiences, but encounters outside of school hours will not count towards these requirements.

Trust schools/college will 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

2.2   Meaningful provider encounters

Our schools/colleges are committed to providing meaningful encounters to all pupils using the Making it Meaningful Checklist. (https://resources.careersandenterprise.co.uk/sites/default/files/2021-03/1207_-_meaningful_encounters_checklist_1.pdf)

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

3.   Pupil entitlement

All pupils in years 8 to 13 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, group discussions and taster events;
- to 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 Rebecca Knaggs, Deputy Head and Careers Leader.

Telephone: 01530831561

Email address: rebecca.knaggs@newbridge.org.uk

4.2   Opportunities for access
Trust schools/college offer six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the careers programme.

The table below outlines examples of the opportunities provided for training and education providers to speak to pupils and/or their parents or carers:

Two encounters for pupils during the 'first key phase' (years 8 and 9) that are mandatory for all pupils to attend.

1. Year 8 & 9 – Careers Fair February with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider)

2. Year 9 – Unbox Your Future project Summer term th a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider)

Two encounters for pupils during the 'second key phase' (years 10 or 11) that are mandatory for all pupils to attend.

3. Year 10 – Careers Fair in Summer Term with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider.

4. Year 11 – Assemblies in Autumn Term with Local colleges that provide technical qualifications and apprenticeships. Autumn Term with a provider of approved technical education qualifications and/or apprenticeships – (Exact date to be agreed with provider)

In addition to the mandatory encounters, we will offer providers further opportunities to come into school to speak to pupils or their parents/carers.

Opportunities include:

1. Assembly Slots 8.45-9.05
2. Apprenticeship Workshops
3. In School Workshops

Please contact the Careers Leader to identify the most suitable opportunity for you. Access will be granted in line with the Trust Safeguarding Policy.

4.3   Premises and facilities

The school/college will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.

The schoo/college 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 a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils. We use MS Teams for this usually.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader at the main reception desk.

5.   Previous providers

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

- Loughborough College
- Stephensons College
- Castle Rock Sixth Form

- WEC Electrical
- CD Northages Plumbers
- RAF • DHL
- Harrison Hair
- LM Beauty
- Everyone Active

6. Pupil Destinations

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

- Ashby College
- Brooksby College
- Stubbing Court (Equine)
- Castle Rock Sixth From
- Apprenticeships
- Army
- Loughborough College
- Stephensons College
- Leicester College
- Dixie Grammar
- Iveshead
- Burton and Derby Football in Education

7. Complaints

Any complaints with regards to provider access can be raised following the Trust Complaints Policy or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk.

8. Links with other policies

This policy is to be read in conjunction with:

- Safeguarding policy

- Careers Education Information and Guidance Policy

- Complaints policy

9. Monitoring arrangements

The school's/college's arrangements for managing the access of education and training providers to pupils are monitored by the Governors Curriculum and Standards Committee.

This policy will be reviewed by the Trust Lead for Careers annually.

At every review, the policy will be approved by the Trust Board.