



Provider Access Policy

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Aims

- 1 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

Statutory requirements

- 2 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.
- 3 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).
- 4 Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.
- 5 This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).
- 6 This policy shows how our school complies with these requirements.

Student entitlement

All students in years 8 to 13 at Alderbrook School are provided with at least six encounters with providers of technical education or apprenticeships:

- Two encounters during the 'first key phase' (year 8 or 9) that are mandatory for all students to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
- Two encounters during the 'second key phase' (year 10 or 11) that are mandatory for all students to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.
- Two encounters during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for students to attend, to take place any time during year 12 or between 1 September and 28 February during year 13. School will encourage all students to attend the encounters, however, optional attendance for older students recognises that, while many 16- to- 18-year-olds will benefit from finding out more about post-18 technical options, some will be in the sixth form having made a firm decision to pursue their chosen pathway.

In addition

- Hear from a range of local and national education and training providers about the opportunities they offer, including technical education and apprenticeships

- Understand how to make applications for the full range of academic and technical courses

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.

Management of provider access requests

Procedure

- 7 A provider wishing to request access should contact Esta Leawal, Careers Coordinator
- Telephone: 0121 704 2146 ext 7281
 - Email: s201eleawal@alderbrook.solihull.sch.uk

Opportunities for access

- 8 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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	PSHE lessons – Linking skills to careers & current LMI Life Ready Day – Experience of the Workplace Day	Assembly – National Careers Week, National Apprenticeship Week Life Ready Day	Life Ready Day
YEAR 9	PSHE lessons – Identifying Interests and linking to pathways. Skillset self-awareness Life Ready Day - Wellbeing	GCSE Options – making Informed Choices (assemblies or curriculum input) Assembly – National Careers Week, National Apprenticeship Week	Life Ready Day
YEAR 10	Careers Convention – Event for Further and Higher Education and Apprenticeship providers PSHE lessons - CV writing and work placements	Assembly – National Careers Week, National Apprenticeship Week	Careers Life Ready Day – Workshops Student Interview Workshops

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	Careers Convention – Event for Further and Higher Education and Apprenticeship providers PSHE lessons – preparing for revision and leaving school. Managing workload and wellbeing Life Ready Day – Revision and mock preparation	Life Ready Day – Revision skills workshops Assembly – National Careers Week, National Apprenticeship Week	
YEAR 12	Careers Convention – Event for Further and Higher Education and Apprenticeship providers PSHE – Development goals	‘Power Hour’ assemblies and small group opportunities – societies	Work experience preparation sessions Work experience Life Ready Day
YEAR 13	Careers Convention – Event for Further and Higher Education and Apprenticeship providers PSHE – Finalise post 16 applications. Managing workload and well being	HE and higher apprenticeship applications Assembly and small group opportunities - employability skills	

Please speak to our Careers Coordinator to identify the most suitable opportunity for you.

Granting and refusing access

- Safeguarding – if the Academy DSL deems it is not safe or appropriate
- Health & Safety – the provider must adhere to the Academy H&S requirements

Safeguarding

- 9 Our External Visitors policy outlines the school's procedure for checking the identity and suitability of visitors.
- 10 Education and training providers will be expected to adhere to this policy.

Premises and facilities

- 11 Once visits have been agreed, the Academy will provide appropriate facilities to support the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. For example, in Malley Hall, Cartwright Hall and Sports Hall delivered to over 200 students, or for smaller group sessions in the Gantry Theatre, Library or in classrooms. We also have the facility to deliver safe personalised sessions. We are happy to work with providers to share any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the Academy in order to showcase what they do. Providers are welcome to leave prospectuses which will be made available in the Sixth Form and Library.

Links to other policies

- [External Visitors Policy](#)
- [Teaching and Learning Policy](#)

Monitoring arrangements

- 12 The school's arrangements for managing the access of education and training providers to students are monitored by Tom Coggan (Assistant Headteacher)
- 13 This policy will be reviewed by Tom Coggan (Assistant Headteacher), annually.

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