

# Provider access policy

## Contents

1	Introduction .....	3
2	Student entitlement .....	3
3	Meaningful provider encounters .....	4
4	Management of provider access requests .....	4
5	Premises and facilities.....	4
6	Complaints .....	5
7	Review .....	5

## 1 Introduction

This policy statement sets out the Diverse Academies Trust's arrangements for managing the access of providers to students at all academies within the Trust, for the purposes of giving them information about the provider's education or training offer. This complies with each of the Trust's legal obligations under section 42b of the Education Act 1997.

This Trust-wide policy, and its associated academy appendices (located on academy websites), specifically adheres to the Department for Education's [careers guidance and access for education and training providers](#) guidance. This guidance outlines the legal obligations that schools are expected to follow.

## 2 Student entitlement

**Students in years 8-13 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;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events; and
- understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the first key phase (years 8 to 9) and a minimum of two encounters for students during the second key phase (years 10 to 11). For students in the third key phase (years 12 to 13), particularly those that have not yet decided on their next steps, there are a minimum of two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
- explain what career routes those options could lead to;
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider); and
- answer questions from students.

### **3 Meaningful provider encounters**

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [making it meaningful checklist](#).

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

For information regarding previous providers our academies have used, and destinations of our students post years 11 and 13 please see the relevant academy appendix (located on the academy website).

### **4 Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact the careers leader named in the accompanying academy appendix (see academy website).

#### **Opportunities for access**

Our academies offer the six provider encounters required by law (see academy appendix on academy websites) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

### **5 Premises and facilities**

Our academies will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. We 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 students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the careers resource centre, which is managed by the academy librarian. The resource centre is available to all students at lunch and break times.

## **6 Complaints**

Any complaints with regards to provider access can be raised in accordance with our Trust [concerns and complaints policy](#) or directly with The Careers & Enterprise Company via email at [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).

## **7 Review**

This policy will be reviewed annually.