Provider Access Policy Statement

Unity Education Trust

The Pinetree School

Approved By	UET Trustees	**Date:**	MAY 25
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Contents

1. Aims 3
2. Statutory requirements 3

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3. Pupil entitlement 4
4. Management of provider access requests..... 4
5. Previous providers 6
6. Pupil destinations 7
7. Complaints 7
8. Links to other policies 7
9. Monitoring arrangements 7

1.Aims

This policy statement aims to set out the 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

The requirements and entitlements in sections 2 and 3 apply to every school in the trust that provides secondary education. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named school adopting the policy.

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 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).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

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.

This policy shows how our trust complies with these requirements across our schools.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
    - All pupils must attend
    - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11) ○ All pupils must attend

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- 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) ○ Pupils can choose to attend
  - 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 day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must 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

The UET Pathfinder Academy, The UET Compass Academy and The Pinetree School have a yearly calendar of events, with provide pupils with access to regular encounters at all key stages. Examples of these encounters are evidence further in this policy.

2.2 Meaningful provider encounters

Each school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

We provide meaning opportunities and encounters for all pupils to enable them to learn about all available career pathways, challenging misconceptions and creating space to facilitate meaningful conversations.

Meaningful live online engagement is also an option at The UET Pathfinder Academy, The UET Compass Academy and The Pinetree School.

3. Pupil entitlement

All pupils in years 8 to 11 in The Pinetree School.

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, e.g. through activities and events such as options events, assemblies and taster events
- 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 Ms Mordue, CIAG Lead

Telephone: 01603 508520

Email: cmordue@dwo.unity-ed.uk

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4.2 Opportunities for access

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	ASDAN Key Steps Visits to local businesses Careers Questionnaire Next Steps talk	ASDAN Key Steps Visits to local businesses Careers Fair National Apprenticeship week	ASDAN Key Steps Visits to local businesses
YEAR 9	ASDAN Key Steps Visits to local businesses Careers Questionnaire Next Steps talk	ASDAN Key Steps Visits to local businesses Careers Fair National Apprenticeship week	**No encounters – encounters must have taken place by 28 February**
YEAR 10	Work Experience Work place behaviours workshop Accessing labour market information Interview Skills workshop Local colleges visit schools Networking event	Work Experience Researching Post 16 options Careers Fair National Apprenticeship week Creating a plan for post 16 Norwich Careers and Skills Festival	Work Experience Communication skills workshop CV writing skills ASK apprenticeship awareness workshop
	AUTUMN TERM	SPRING TERM	SUMMER TERM

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YEAR 11	Help You Choose workshop CV writing Access labour market information Interview skills workshop Local college in school visit Networking event Post 16 applications ASK workshop Independent careers guidance	Applications for Post 16 College/training provider visits Careers Fair National Apprenticeship week Norwich Careers and Skills Festival ASK workshop	**No encounters – encounters must have taken place by 28 February** Confirmation of post16 education and training destinations for all pupils

Please speak to our CIAG Lead to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Due to the nature of our cohort access will be granted/refused at the discretion of each individual base/school.

4.4 Safeguarding

Our safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors.

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

4.5 Premises and facilities

The schools will make the hall (where the school has one), classrooms and/or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The schools will make available any suitable ICT equipment to support provider presentations.

The CIAG lead should be contacted directly to organise any visit and access to appropriate facilities will need to be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school reception.

5. Previous providers

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

- The Pathways to Work Team

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- City College Norwich
- College of West Anglia
- Access Creative College
- West Suffolk College
- Norfolk and Suffolk Care Support
- St Eds
- The Army
- The Ambulance Service
- Norwich City Council
- NORSE

6. Pupil destinations

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

- City College
- West Suffolk College
- College of West Anglia
- St Eds
- ACE
- Easton College
- Easy Coast
- East Norfolk 6th Form
- Apprenticeships

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure https://eadn-wc01-12584830.nxedge.io/wp-content/uploads/2024/02/UET-Complaints-policy-2024-27.pdf or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Safeguarding policy
- Careers guidance policy
- Curriculum policy
- Complaints policy

9. Monitoring arrangements

The arrangements for managing the access of education and training providers to pupils is monitored by Mrs. Keyes- Head of Provision and Outcomes.

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This policy will be reviewed by Ms. Mordue- CIAG Lead and Mrs. Keyes- Head of Provision and Outcomes, annually.

At every review, the policy will be approved by the board of trustees.

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