



Provider Access Policy

Agreed on behalf of Management Committee

Chair of Management Committee: Cllr Ketan Sheth

Chair of Curriculum Committee: Mr Richard Sternberg

Date: 24th January 2024

Date approved: 24th January 2024

Next Review: February 2025

Version: Final

Status: Active

Legal updates may precipitate changes

Contents

Statutory requirements	3
6 Encounters	3
Meaningful Provider Encounters	4
Student entitlement	4
Management of provider access requests	5
Procedure	5
Opportunities for access	5
Granting and refusing access	6
Safeguarding	6
Premises and facilities	7
Previous providers	7
Pupil destinations	7
Complaints	7
Links to other policies	8
Monitoring arrangements	8

Introduction/Aims

This policy statement aims to set out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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

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 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](#).

From January 2023, the guidance changed to

Schools must provide at least six encounters with providers of technical education and apprenticeships for all pupils, during school years 8 to 13. This will give all pupils a full picture of the education and training options available when they leave school.

Please see the table at the end of this document which outlines these six encounters.

This policy shows how our school complies with these requirements.

6 Encounters

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
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- *We provide the teaching and learning for a secure 5 bed hospital unit, sometimes working with year 12/13. Some of these young people come from across England.*

Due to their complex mental health they are supported by the NHS team on next steps and transitions

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

See table below for information

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.

Student entitlement

Ashley College is a medical needs PRU working with students from Reception to Year 13.

All students in years 8-13 are entitled:

- To gain information about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information/understanding 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 evenings, assemblies and group discussions and careers and further/higher education events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Deputy Headteacher (Teaching and Learning)

Telephone: 020 8937 3331; Email: admin@ashleycollege.brent.sch.uk

Opportunities for access

We are aware that February 28th is the deadline for learners in Year 9, Year 11 and Year 13 to have had at least two encounters with approved providers of apprenticeships and technical education during that particular Key Stage.

However due the transient nature of our cohort is not always possible to meet this deadline

A number of events and encounters, integrated into the school careers programme, that include apprenticeships as well as college opportunities, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
KS3	<p>Careers assembly linked to ambition and personal qualities</p> <p>Careers module in PSE to include explanation and exploration of apprenticeships</p> <p>Presentation from Connexions Advisor to include college and apprenticeship opportunities</p> <p>All subjects make links to relevant career and career pathways including apprenticeship route</p>	<p>Careers session at the Learning Zone, Wembley</p> <p>One to one session with Careers Advisor</p> <p>Production of an individual careers action plan including an apprenticeship option</p> <p>Visit from Brent Apprenticeships Lead or First Rung</p> <p>All subjects make links to relevant career and career pathways including apprenticeship route</p>	<p>Enterprise project</p> <p>Group session with Careers Advisor</p> <p>Review of action plan</p> <p>All subjects make links to relevant career and career pathways including apprenticeship route</p>
KS4	<p>Careers fayre including the apprenticeship stand e.g. Horizon</p>	<p>Careers session at the Learning Zone, Wembley</p>	<p>Work experience where possible for Y10</p>

	<p>Supported college visits and technical colleges</p> <p>One to one session with Careers Advisor – apprenticeships explored as one option</p> <p>Production of an individual careers action plan including an apprenticeship option</p> <p>All subjects make links to relevant career and career pathways including apprenticeship route</p>	<p>Careers lessons in PSHCE cover apprenticeships option</p> <p>New online learning materials reflect used apprenticeships as an option</p> <p>Visiting speaker from Brent LA Apprenticeships or relevant organisation e.g. First Rung</p> <p>All subjects make links to relevant career and career pathways including apprenticeship route</p> <p>Group/individual session with Careers Advisor</p>	<p>All students in Y11 complete at least 3 post 16 options with the support and guidance of Connexions and DHT</p> <p>All subjects make links to relevant career and career pathways including apprenticeship route</p> <p>Group/individual sessions with Careers Advisor</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Please speak to our Deputy Headteacher (Teaching and Learning) to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including but not limited to, COVID-19.

Granting and refusing access

In exceptional cases access may be denied if it is felt it would not be in the best needs of the student/s due to their particular health needs at that time.

All requests are dealt with on individual basis.

Should you wish to appeal you can contact the headteacher
Telephone: 020 8937 3331; Email: admin@ashleycollege.brent.sch.uk

Safeguarding

Our safeguarding/child protection 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, by providing all ID and DBS information and other safeguarding checks as requested.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity and in accordance with safeguarding procedures.

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 Deputy Headteacher.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Deputy Headteacher who will distribute the relevant information to pupils.

Previous providers

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

- First Rung
- Everfi
- Prospects
- Wembley Learning Zone
- Local Colleges

Pupil destinations

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

- Capel Manor College
- Harrow and Uxbridge College
- The London Fashion Retail Academy
- Mainstream School 6th Form

Complaints

Any complaints related to provider access can be raised following the school [complaints procedure](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Safer Recruitment and Employment including DBS Policy and Procedures for Schools
- Complaints Policy

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Headteacher.

This policy will be reviewed by a member of SLT annually

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