ASHLEY COLLEGE

Provider Access Policy

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Legal updates may precipitate changes

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1. Introduction and Aims

This policy statement sets out Ashley College's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about the provider's education or training offer.

The policy outlines:

- 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 acces

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 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 in guidance from the Department for Education (DfE) on careers guidance and access for education and training providers.

Six Mandatory Encounters

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

First Key Phase (Year 8 or 9)

- 2 encounters for pupils
- All pupils must attend
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Second Key Phase (Year 10 or 11)

- 2 encounters for pupils
- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Any encounters outside of school hours will not count towards these requirements.

Provider Information 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

3. Student Entitlement

Ashley College is a medical needs PRU working with students from Key stage 1 to 4.

All students in years 8-11 are entitled to:

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

4. Meaningful Provider Encounters

Ashley College is committed to providing meaningful encounters to all pupils. The guidance sets out new, more detailed definitions of what meaningful employer encounters and workplace experiences should look like.

One encounter is defined as one meeting/session between pupils and one provider. Meaningful live online engagement is also an option at our school.

5. Work Experience Requirements

We provide 1 week's worth of work experience activities for pupils in years 7 to 9, and 1 week's worth of work experience placement(s) for pupils in year 10 and 11. Arrangments need to be made with mainstream schools if we cannot source an appropriate placement as students are on dual role.

Years 7-9 Work Experience Activities

Activities in years 7 to 9 don't have to mean placements. Work experience activities include:

- Multi-day work visits involving employer-set tasks or projects
- Work shadowing
- In-person or virtual employer talks in the workplace, including technical demonstrations or tours of working premises
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Activities are a mixture of:

- Individual, or a group/class-based activity
- In person or virtual (although virtual activities shouldn't entirely replace in-person activities)

Activities are multiple, varied, and employer-led to help pupils explore different industries and careers, and engage with a diverse range of employers.

6. 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

7. Opportunities for Access

We are aware that 28 February is the deadline for learners in Year 9 and Year 11 to have had at least two encounters with approved providers of apprenticeships and technical education during that particular Key Stage. However, due to the transient nature of our cohort, it 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:

Key Stage 3 Opportunities

Autumn Term	Spring Term	Summer Term
• Careers assembly linked to ambition and personal qualities • Careers module in PSE to include explanation and exploration of apprenticeships • Presentation from Connexions Advisor to	• Careers session at the Learning Zone, Wembley • One-to-one session with Careers Advisor • Production of an individual careers action plan including an apprenticeship option • Visit from Brent	• Enterprise project • Group session with Careers Advisor • Review of action plan • All subjects make links to relevant careers and career pathways

Autumn Term	Spring Term	Summer Term
include college and apprenticeship opportunities • All subjects make links to relevant careers and career pathways including apprenticeship route	Apprenticeships Lead or First Rung • All subjects make links to relevant careers and career pathways including apprenticeship route	including apprenticeship route

Key Stage 4 Opportunities

Autumn Term	Spring Term	Summer Term
• Careers fair including the apprenticeship stand e.g. Horizon • Supported college visits and technical colleges • One-to-one session with Careers Advisor – apprenticeships explored as one option • Production of an individual careers action plan including an apprenticeship option • All subjects make links to relevant careers and career pathways including apprenticeship route	• Careers session at the Learning Zone, Wembley • Careers lessons in PSHCE cover apprenticeships option • New online learning materials reflect apprenticeships as an option • Visiting speaker from Brent LA Apprenticeships or relevant organisation e.g. First Rung • All subjects make links to relevant careers and career pathways including apprenticeship route • Group/individual session with Careers Advisor	• Work experience where possible for Y10 in conjunction with mainstream or through Ashley College • All students in Y11 complete at least 3 post-16 options with the support and guidance of Connexions and DHT • All subjects make links to relevant careers and career pathways including apprenticeship route • Group/individual sessions with Careers Advisor

The Deputy Headteacher (Teaching and Learning) will identify the most suitable opportunities for individual pupils. These events will run in line with any measures related to public health incidents.

8. Granting and Refusing Access

In exceptional cases, access may be denied if it is felt it would not be in the best interests of the student(s) due to their particular health needs at that time.
All requests are dealt with on an individual basis.
Should you wish to appeal, you can contact the headteacher:

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

9. 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. Keeping Children Safe in Education Keeping Children Safe in Education.

We check ID so we can be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). Keeping Children Safe in Education Keeping Children Safe in Education

10. Premises and Facilities

The school will make the canteen, classrooms, library or medical room 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.

11. Previous Providers

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

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

12. 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

13. 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

14. Links to Other Policies

This policy should be read in conjunction with:

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

15. Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Deputy Headteacher. Our careers programme has the explicit backing of governors and Senior Leaders. Governors should be "actively engaged" in setting the direction for a whole-institution approach to careers guidance. This policy will be reviewed by a member of SLT annually. At every review, the policy will be approved by the governing board.