POLICY STATEMENT ON PROVIDER ACCESS

Policy Number	0060		**Policy Author**	K Charman
Date of Last Review	Oct 2026		**Policy Ownership**	Finance & Operations
Agreed by Governors	July 2017		**Policy Updated by**	G Smith
Reviewed by Trust Board	Sept 2026		**Date of Next Review**	Oct 2027

Aims

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

As a school we aim to:

- Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships
- Support students in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training)

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 The Academy will ensure that students have encounters with at least two different providers during each of the three key phases. These encounters will provide information about approved technical education qualifications or apprenticeships with technical education or training providers to all students in years 8 to 13

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

These arrangements are made in accordance with section 42B of the Education Act 1997,, as amended, and the Department for Education's statutory guidance, careers guidance and access for education and training providers.

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

Schools must offer:

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

    - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for students during the 'third key phase' (year 12 or 13)
    - Students 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 students

The Academy will arrange provider encounters through planned careers activities, which may include assemblies, options events, presentations and question-and-answer sessions. An activity will count towards the statutory minimum only where it meets the requirements for a meaningful provider encounter.

Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students.

For the purposes of the statutory minimum, one provider encounter is a meeting or session between pupils and one provider of approved technical education qualifications or apprenticeships. The encounter will allow pupils to hear directly from the provider and ask questions.

We will refer to the Making it Meaningful checklist from The Careers & Enterprise Company to ensure that encounters are meaningful.

Meaningful live online engagement is also an option at our school. The academy will consider the accessibility needs of students, including students with special educational needs and disabilities, when planning provider encounters, and will make reasonable adjustments where required.

Student entitlement

All students in years 8 to 13 at The Basildon Academies 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

Management of provider access requests

Procedure

Providers requesting access should state the name of their organisation, the qualifications or apprenticeships they offer, the year groups they wish to meet, their preferred dates, the proposed format and any equipment or accessibility requirements. The relevant Careers Lead will consider the request and respond with the proposed arrangements, or the reason access cannot be accommodated.

The Basildon Lower Academy
Beth Barnard - bbarnard@basildonacademies.org.uk
The Basildon Upper Academy
Henry Williams – hwilliams@basildonacademies.org.uk

Opportunities for access

Provider access will be offered at appropriate points during the normal school day as part of the published careers programme. Requests will be considered in light of curriculum commitments, examinations, safeguarding and the availability of suitable accommodation. Where a requested date cannot be accommodated, the school will seek to offer a reasonable alternative where practicable. 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 providing this does not conflict with student engagement in Exams, Revision Sessions, Walking Talking Mocks or any other planned session or activity.

Examples of some of the opportunities that are already on offer to students can be viewed via the Career Programme section on our website:
The Basildon Lower Academy - Careers Information
The Basildon Upper Academy - Careers Information

Requests will be considered fairly and in accordance with the academies duty to provide access to a range of education and training providers. A request may be declined where it cannot be accommodated safely or reasonably, where the proposed activity is unsuitable for the relevant year group, or where it would cause significant disruption to examinations or essential teaching. The school will explain its decision to the provider.

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. All visiting providers must comply with the academies visitor, safeguarding and health and safety arrangements. Appropriate supervision and any necessary safeguarding checks will be agreed before the visit.

The Basildon Lower Academy - Safeguarding

The Basildon Upper Academy - Safeguarding

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. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead for students to access.

Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. Parents and carers will be made aware about these through the school website and communication home.

We welcome feedback from parents and carers to help improve the range and quality of provider encounters. Feedback can be submitted through the contact page on the school website.

Previous providers

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

- DWP
- The Royal Navy
- The British Army
- USP College
- South Essex College
- Aim High Group
- Emmanuel College
- Above and Beyond Careers
- Essex Police
- NHS
- Debut Academy
- Jet Hairdressing
- The Lightbulb Apprenticeships
- Writtle College

Complaints

Any concerns or complaints about provider access should be raised in the first instance through The Basildon Academies published complaints procedure. Providers may also contact The Careers & Enterprise Company at provideraccess@careersandenterprise.co.uk.

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the appropriate careers lead on each site.

This policy statement will be reviewed annually by the Careers Lead.

At every review, the policy will be approved by the Trust Board. The current provider access policy statement will be made available on the school website.