

Provider Access Policy

August 2023

Policy Title	Provider Access Policy	Staff Member Responsible:	Bethany Williams Maria Gregory
Version	V2 – August 2023	Review Date:	April 2024

The Chalk Hills Academy Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the Academy for the purpose of giving students information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

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

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils 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) 56
- answer questions from pupils. Meaningful provider encounters One encounter is defined as one meeting/session between pupils and one provider.

The Academy are committed to providing meaningful encounters to all pupils 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 pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils and support with careers fairs and mock interview events:

<ul style="list-style-type: none"> • Att10tive • Bedford College • University of Northampton • Brunel University • Submarine Service Royal Navy • Central Bedfordshire College • Luton Sixth Form College • Luton Adult Learning • The British Army • Orbis Medics • Luton Irish Forum • Careers You Love • Handelsbanken • Easyjet • Partners in Export UK • De Montford University • Social Justice Unit, LBC 	<ul style="list-style-type: none"> • Barnfield College • Royal Navy • Bedfordshire Police Force • DHL • Speakers4Schools • Teach First • Luton Borough Council • Hill Construction • Bedfordshire University • Hertfordshire University • Culture Trust • NOAH Enterprises • East London NHS Fnd Trust • Media Vu • Luton Town Football Club • Greystone Solicitors
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Destinations of our pupils

Last year (2022) 98.9% of our Year 11 pupils moved to range of providers in the local area after school:

Last year 100% of our year 13 pupils moved to range of providers, both locally and nationally after Sixth Form.

NB: Figures for 2023 will be published later this year.

Management of Provider Access Requests Procedure

A provider wishing to request access should contact Mrs M Gregory, Careers Lead/Advisor on 01582 884100 or email m.gregory@thesharedlearningtrust.org.uk.

Opportunities for Access

The Academy offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into the Academy to speak to pupils or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

	Autumn Term	Spring Term	Summer Term
Year 8	Career based assembly Personal Best Day PL activities Careers Fair attended by FE and Sixth Form Colleges,	Career-based assembly National Apprenticeship Week activities National Careers Week activities	Careers-based assembly Careers Fair Differentiated trips for age and need Personal Best Day

	Universities, Apprenticeship Team, Royal Army and Navy Differentiated trips for age and need	Employer encounter event – mock interviews Differentiated trips for age and need PL activities Personal Best Day	
Year 9	Career based assembly Personal Best Day PL activities Careers Fair attended by FE and Sixth Form Colleges, Universities, Apprenticeship Team, Royal Army and Navy Differentiated trips for age and need	Career-based assembly National Apprenticeship Week activities National Careers Week activities Options evening – mini careers fair Differentiated trips for age and need PL activities Personal Best Day	Careers-based assembly Careers Fair Employer encounter event – mock interviews Differentiated trips for age and need PL activities Personal Best Day
Year 10	Career based assembly Personal Best Day PL activities Careers Fair attended by FE and Sixth Form Colleges, Universities, Apprenticeship Team, Royal Army and Navy Differentiated trips for age and need	Career-based assembly National Apprenticeship Week activities National Careers Week activities Forces Recruitment visit Differentiated trips for age and need PL activities Personal Best Day	Careers-based assembly Careers Fair Work experience programme Differentiated trips for age and need PL activities Personal Best Day
Year 11	Career based assembly Careers Fair attended by FE and Sixth Form Colleges, Universities, Apprenticeship Team, Royal Army and Navy Differentiated trips for age and need Personal Best Day PL activities	Career-based assembly National Apprenticeship Week activities National Careers Week activities Forces Recruitment visit Post 16 provider visit Differentiated trips for age and need PL activities Personal Best Day	Career-based assembly Careers Fair Differentiated trips for age and need PL activities Personal Best Day
Year 12	Career-based assembly	Career-based assembly	Career-based assembly

	University assembly Careers Fair attended by FE and Sixth Form Colleges, Universities, Apprenticeship Team, Royal Army and Navy	National Apprenticeship Week activities National Careers Week activities Forces Recruitment visit University visit	Work experience programme Careers Fair Differentiated trips for age and need
Year 13	Career-based assembly University assembly Careers Fair attended by FE and Sixth Form Colleges, Universities, Apprenticeship Team, Royal Army and Navy University Personal Statement support	Career-based assembly National Apprenticeship Week activities National Careers Week activities Forces Recruitment visit University visit	Career-based assembly Careers Fair Differentiated trips for age and need

Premises and facilities

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school 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 pupils.

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 school librarian. The Resource Centre is available to all pupils at lunch and break times.

Safeguarding

The Academy is committed to safeguarding their staff and students and promote their welfare. Staff, volunteers and visitors to the Academy are expected to adhere to correct safeguarding protocols and wear their colour-coded lanyards at all times whilst on the premises. On arrival, visitors must sign in and state their DBS status, providing evidence where appropriate. The visitor will be provided with the correct lanyard to show the DBS status, i.e., holds an enhanced DBS certificate, holds no or a non-enhanced DBS or awaiting authorisation of a DBS). Also attached to the lanyard are details of the Academy's Safeguarding Team, together with appropriate emergency telephone numbers. Visitors remain under the supervision of a designated member of staff at all times whilst on site and students are not left alone with visitors without an enhanced DBS. All visitors must sign out at the main office and return their visitor pass before leaving the site.

Complaints

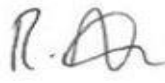
Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved by Governors at Curriculum and Standards Committee: _____

Next review: April 2024

Signed: *Montell Neufville*
Name Mr Montell Neufville
Board of Trustees

Signed: 
Name Mr Raza Ali
Senior Principal