



Rednock School
where everyone matters

Proposed Policy:	Provider Access Policy	Responsibility Of:	Kerala Cole
Date of Ratification:	June 2024	Date of Review:	June 2025

1. 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

2. Legislation and statutory guidance

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 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](#).

This policy shows how our school complies with these requirements.

2.1 Defining a meaningful encounter

Rednock School is committed to providing meaningful encounters with education and training providers to all students.

One meaningful encounter is defined as one session between pupils and one provider.

In-person encounters are preferred, however if these are not possible, the Rednock School will accept live online engagement that meets our safeguarding policy.

2.2 The 6 meaningful encounters that schools must offer to all students 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
- 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

3. Student entitlement

All students in Years 8 to 13 at Rednock School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme. This is taught through Life Skills lessons and the tutor programme, and 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, and assemblies.
- 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 the CEIAG Co-ordinator, Tim Justice (tim.justice@rednockschool.org.uk) or the Head of Personal Development, Helen Craig (helen.craig@rednockschool.org.uk). They can also be reached by telephoning the school on 01453 543618.

4.2 Granting and refusing access

Access to students may be granted during assemblies, tutor periods, off-timetable enrichment days, options events, during Life Skills lessons for Years 8-11 and during 'Futures' sessions for Years 12 and 13

Access may be refused for reasons of practicality, for example if the time requested clashes with another school event or with an examination period.

4.3 Opportunities for access

There are a number of events, integrated into the careers programme, which will offer providers an opportunity to come into school to speak to students and/or their parents/carers. This is published below, and other organised events are published on the school website as they arise.

Year group	Terms 1 and 2	Terms 3 and 4	Terms 5 and 6
Year 8	Assemblies, Life Skills lessons, tutor programme focussed on transferable skills.	Assemblies, Life Skills lessons focus and tutor programme both focussed on careers. Off-timetable 'futures'	Assemblies, Life Skills lessons, tutor programme focussed on transferable skills.

		enrichment day.	
Year 9	Assemblies, Life Skills lessons, tutor programme focussed on transferable skills.	Assemblies, Life Skills lessons and tutor programmes both focussed on careers. Off-timetable 'futures' enrichment day. Options evening and assembly.	No encounters – these must have taken place by 28 th February
Year 10	Assemblies, Life Skills lessons, tutor programme focussed on transferable skills.	Assemblies, Life Skills lessons and tutor programmes both focussed on careers. Off-timetable 'futures' enrichment day. Work experience launch assembly.	Assemblies, Life Skills lessons, tutor programme focussed on transferable skills. Work experience and follow-up sessions. Interviews and small group sessions with careers advisors.
Year 11	Assemblies, Life Skills lessons focussed on options, tutor programme focussed on transferable skills. Sixth Form open evening. Interviews and small group sessions with careers advisors.	Assemblies, Life Skills lessons and tutor programmes both focussed on careers. Off-timetable 'futures' enrichment day. Mock interviews. Interviews and small group sessions with careers advisor.	No encounters – these must have taken place by 28 th February
Year 12	Assemblies, Futures lessons, tutor programme.	Assemblies, Futures lessons, tutor programme. Off-timetable 'futures' enrichment day.	Assemblies, Futures lessons focusing on university and apprenticeship opportunities, tutor programme. Interviews and small group sessions with careers advisor.
Year 13	Assemblies, Futures lessons, tutor programme focussed on applications. Interviews with careers advisor.	Assemblies, Futures lessons, tutor programme. Off-timetable 'futures' enrichment day. Interviews with careers advisor.	No encounters – these must have taken place by 28 th February

4.4 Safeguarding

The identity and suitability of visitors will be checked in line with Rednock School's Safeguarding Policy.

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

4.5 Premises and facilities

Rednock School will make the main hall, Sixth Form common room, classrooms and private meeting rooms available for discussions between providers and students, as appropriate to the number of students involved.

The school will make available the necessary resources to support provider presentations, such as audio-visual resources. This will be discussed and agreed in advance of the visit with the CEIAG Co-ordinator or the Head of Personal Development.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the CEIAG Coordinator or Head of Personal Development, who will make this information available to students.

6 Complaints

Any complaints relating to provider access can be raised following Rednock School's complaint's procedure, which can be found in the Complaints Policy.

7 Links to other policies

- Curriculum Policy
- Safeguarding Policy.
- Careers Education, Information, Advice and Guidance Policy
- Complaints Policy.

8 Monitoring arrangements

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

This policy will be reviewed annually by Kerala Cole, Assistant Headteacher. At every review, the policy will be approved by the Governing Body.