



## Northumberland Church of England Academy Trust NCEA Duke's Secondary School

### Provider Access Policy

#### Policy Preface

Northumberland Church of England Academy Trust is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of our Trust life.

As a Church of England Academy Trust, we aim to build communities clearly based on the Christian values of love, forgiveness and reconciliation, integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution, protect the weak and are committed to justice and compassion. Mutual respect and trust are central within the Academy Trust.

This policy, and its associated procedures and protocols, is based on these key principles.

<b>Version</b>	1.1
<b>Current Date Approved</b>	Mar 2025
<b>Approved By</b>	CEO
<b>Date of next review</b>	Mar 2026
<b>Policy Owner</b>	Principal
<b>Statutory Requirement</b>	No
<b>Linked to</b>	

Document History		
Version	Date of Review	Summary of key changes
1.1	March 2024	Updated provider list and Y11 destination data



## Introduction

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

## Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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)
- answer questions from pupils.

## Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We 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.

- Northumberland College
- Newcastle College
- Gateshead College
- Northumberland Skills
- Winnovation Training Ltd
- The ASK Programme
- Northumberland County Council Apprenticeship Team
- North East Futures UTC
- Newcastle University
- Durham University
- Northumbria University
- University of Sunderland
- Newcastle College University Centre

## Destinations of our pupils

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

Provider/ Destination	Percentage of Year 11 students
Apprenticeship/ Employment	8
Northumberland College	36
Newcastle College	13
Tyne Met College	0.6
Gateshead College	2
Duke's Sixth Form	22
Newcastle 6F College	4
King Edward VI School	5
NE6	2
Newcastle High School for Girls	0.6
The Academy of Light	0.6

Last year our year 13 pupils moved to a range of providers in the local area after school:

Provider/ Destination	Percentage of Year 13 students
Apprenticeship/ Employment	35
Northumbria University	23
Newcastle University	0
Newcastle College University Centre	7
Newcastle College	9



Northumberland College	2
University of Salford	2
University of Sunderland	2

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Danielle Towers, Head of KS5 and Careers.  
01670 816111 [danielle.towers@dukes.ncea.org.uk](mailto:danielle.towers@dukes.ncea.org.uk)

### Opportunities for access

Duke's Secondary School 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 school to speak to pupils or their parents or carers.

There are also further opportunities to engage with Year 7 pupils if this would be of interest.

Please speak to Danielle Towers, Head of Sixth Form and Careers to identify the most suitable opportunity for you.

	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<b>Autumn Term</b>	<b>Interactive assembly delivered by Newcastle College</b>	GCSE Options assembly and 1:1 appointments  FutureMe Intro to HE assembly	FutureMe talk What if? HE  <b>My Future Options event including talks from FE Colleges &amp; Training Providers</b>	<b>Amazing Apprenticeships Assembly</b>  One to one Careers Guidance interviews  North East Skills Show-Careers Fair attended by local providers  Introduction to sixth form assembly  Durham University Visit  Unifrog lessons covering UK apprenticeships , A Levels and	Northumbria University visit  Sunderland University First Choice Scheme launch (supported progression scheme)  NU Entry launch (supported progression scheme)  Northern School of Art Portfolio workshop  Unifrog lessons covering UK	Off timetable UCAS day to complete applications  FutureMe Beyond the Personal Statement workshop  University open days  Newcastle University Partners programme assembly online  Fire Station visit & careers talk



				vocational courses.	apprenticeships & HE options	<b>Amazing Apprenticeships Assembly</b>  Unifrog lessons covering UK apprenticeships & HE options
<b>Spring Term</b>	National Apprenticeship Week tutor time focus on raising awareness of this route  National Careers Week careers in the curriculum focus  <b>World of Work Day (Careers Fair) attended by ASK, FE Colleges, HE institutions &amp; training providers</b>	National Apprenticeship Week tutor time focus on raising awareness of this route  National Careers Week careers in the curriculum focus  <b>World of Work Day (Careers Fair) attended by ASK, FE Colleges, HE institutions &amp; training providers</b>	PSHE lessons including; types of work, career paths, future options (HE & apprenticeship)  National Apprenticeship Week tutor time focus on raising awareness of this route  National Careers Week careers in the curriculum focus  <b>World of Work Day (Careers Fair) attended by ASK, FE Colleges, HE institutions &amp; training providers</b>	ASK Apprenticeship application support workshop  College application support workshops with Newcastle and Northumberland Colleges  National Apprenticeship Week tutor time focus on raising awareness of this route  National Careers Week careers in the curriculum focus  My Future Options SEND Event  <b>World of Work Day (Careers Fair) attended by ASK, FE Colleges, HE institutions &amp; training providers</b>  Northumberland College supported open evenings  Trinity Solutions visit-SEND/	FutureMe Post 18 options assembly to introduce students to possible pathways  Newcastle College University Centre talk focusing on HE options  National Apprenticeship Week tutor time focus on raising awareness of this route  National Careers Week careers in the curriculum focus  FutureMe Great Big HE Quiz workshop exploring HE options  <b>World of Work Day (Careers Fair) attended by ASK, FE Colleges, HE institutions &amp; training providers</b>	ASK Apprenticeship application support workshop  ASK Mock Assessment Centre event  Budgeting workshop delivered by Northumbria University  Jobcentre support workshops highlighting various pathways  Northumberland College Apprenticeship Event  <b>World of Work Day (Careers Fair) attended by ASK, FE Colleges, HE institutions &amp; training providers</b>  Apprenticeship Jobs Fair



				Alternative Provision	<p>Sunderland University interviews skills workshop</p> <p>FutureMe Exploring post 18 routes talk</p> <p>UCAS Exhibition at the Utilita Arena- opportunity to speak to all universities</p>	
<b>Summer Term</b>	<p>Northumbria University Visit for all students</p> <p>Northumberland College Discovery Day</p> <p>Post 16 options assembly featuring videos from training providers, FE colleges, ASK &amp; sixth form</p>	<p>Teesside University Visit</p> <p>Post 16 options assembly featuring videos from training providers, FE colleges, ASK &amp; sixth form</p>	<p>Sunderland University Visit</p> <p>Northumberland College Taster Days</p> <p>Newcastle College industry insight visit</p> <p>Post 16 options assembly featuring videos from training providers, FE colleges, ASK &amp; sixth form</p>		<p><b>Year 12 Progression Day- UCAS support begins for students applying for HE. Students looking for apprenticeships work with employers, jobcentre or national apprenticeship agency</b></p> <p>University open day visits</p> <p>University summer schools</p>	



## **Premises and facilities**

The school 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.

## **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](mailto:provideraccess@careersandenterprise.co.uk)

Details of the school complaints procedure can be found on the school website [https://drive.google.com/file/d/1XBTuxPDlZrA\\_fi1HpyUW3Ln5HWrWnPHD/view](https://drive.google.com/file/d/1XBTuxPDlZrA_fi1HpyUW3Ln5HWrWnPHD/view)




## Approval and review

Approved by Governors at Curriculum and Standards Committee

Next review: March 2026

Signed: 

Chair of Governors

Signed: 

Head teacher