



Provider Access Policy



Part of

INVICTUS
Education Trust

Document Control and Version Control

DOCUMENT CONTROL	
POLICY TITLE:	Provide Access Policy
POLICY AUTHOR:	DCEO, P. Harris
VERSION NUMBER:	V 1.1
DATE APPROVED:	19.09.2024
DATE EFFECTIVE:	20.09.2024
DATE DUE FOR REVIEW:	August 2025
POLICY STATUS:	Active- Statutory policy
POLICY TYPE:	School specific – based on trust template
REQUIRED TO PUBLISH:	School specific- yes
TRUST LEAD:	DCEO
APPROVAL LEVEL (TEMPLATE):	Trust Board
APPROVAL LEVEL (BESPOKE):	Local Academy Committee

VERSION CONTROL			
VERSION	AUTHOR	DATE	CHANGES
1.1	Phillipa Harris and Amy Toro-Pearce	September 2024	No changes to content.

Ellowes Hall Sports College
Provider Access Policy

Contents

Our Mission, Vision and Values 4

1. Aims..... 4

2. Statutory requirements 4

3. Student entitlement..... 5

4. Management of provider access requests..... 5

5. Previous providers 6

6. Pupil destinations..... 7

7. Complaints 7

8. Links to other policies 7

9. Monitoring arrangements..... 7

Our Mission, Vision and Values



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

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. 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 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 The 6 encounters schools must offer to all pupils 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.

Provider Access Policy

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

2.2 Meaningful provider encounters

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

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

We are committed to providing meaningful encounters to all pupils using the [Making it Meaningful checklist](#)
Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in Years 8 to 11 at Ellowes Hall Sports College 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 the Careers Convention, assemblies and guest speaker experiences
- 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 Mrs A. Toro-Pearce, Careers Leader

Telephone: 01384 686600

Email: atoropearce@ellowes.dudley.sch.uk

4.2 Opportunities for access

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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Elevate and Excel workshop STEM Day	National Careers Week within the Tutor Programme Working Wednesday Talks	Careers Week within the Tutor Programme
YEAR 9	Elevate and Excel workshop	National Careers Week within the Tutor Programme KS4 Options Evening Working Wednesday Talks	Careers Week within the Tutor Programme
YEAR 10	Elevate and Excel workshop Male aspirations day	National Careers Week within the Tutor Programme	Careers Week within the Tutor Programme Work experience week

Provider Access Policy

		Female aspirations day	
		Personal development day	
		Working Wednesday Talks	
YEAR 11	Elevate and Excel workshop Interviews with Independent Careers Adviser Careers Convention	National Careers Week within the Tutor Programme Interviews with Independent Careers Adviser Working Wednesday Talks	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

- Safeguarding – if the school DSL deems it is not safe or appropriate
- Health & Safety – the provider must adhere to the school H&S requirements

4.4 Safeguarding

Our policy on safeguarding sets out the school's approach to allowing providers into the school as visitors to talk to our students. At all times we ensure that there are no issues of safeguarding and that our pupils are always completely safe whilst meeting or talking to external providers.

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.

4.5 Premises and facilities

The school will make the theatre, 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 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 with the Careers Leader so that it can be used within our Careers Library which is available to all students at lunch/break times and after school.

5. Previous providers

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

Dudley College	Wolverhampton University
Kind Edward VI College	Newman University College Birmingham
Halesowen College	RAF Outreach Team
Juniper Training	West Midlands Ambulance Service
Nova Training	West Midlands Fire Service

Provider Access Policy
NHS Dudley
Army Outreach Team
Worcester University
Wombourne Sixth Form
Staffordshire University

Royal College of Occupational Therapists
SCL
Kinver Sixth Form
Higgs Solicitors
LD Training

6. Pupil destinations

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

Invictus Sixth Form	Kidderminster College
Dudley College	Newcastle and Stafford College
Halesowen College	Nova Training
King Edward VI College	Sandwell College
Aston Manor School	Shirelands Collegiate Academy
City of Wolverhampton College	SSC Rodbaston Campus
Juniper Training	The Royal Wolverhampton School
University College Birmingham	

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure (<https://www.elloweshall.co.uk/policies>) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs A. Toro-Pearce, Careers Leader.

This policy will be reviewed by the Deputy CEO, P. Harris annually.

At every review, the policy template will be approved by the Trust Board and adopted locally by the schools local academy committee.