

Provider Access Policy Statement

CURRENT POLICY REDRAFT/AMENDMENTS		<i>If Yes please provide brief details of changes below and highlight changes in yellow.</i>	
NEW POLICY		AUTHOR	Ben White Fiona McCafferty Lindsay James
LAST REVIEWED	September 2025	NEXT REVIEW, please only use the 3 dates, this will ensure policies always remain in date throughout the term.	31 st August
REVIEW CYCLE, please state 1, 2, 3 years		TO BE RATIFIED BY TRUSTEES	Yes
		TO BE RATIFIED BY THE LGB	No. LGB to note.
DATE APPROVED BY TRUST BOARD			
Name of LIFE MAT School:	Ashby School		

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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 pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education 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.

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.

We will offer providers an opportunity to come into school to speak to pupils and/or their parents or carers if appropriate.

Two encounters for pupils during the 'first key phase' (years 8 and 9) that are mandatory for all pupils to attend.

1. Year 8 – Assembly in Spring Term with a provider of approved technical education qualifications and/or apprenticeships (e.g. Caterpillar, Rolls Royce, MHA) – (Exact date to be agreed with provider) – Approx. session times: 8:40am-9:15am.
2. Year 9 – Extended assembly in Spring Term with a provider of approved technical education qualifications and/or apprenticeships (e.g. Caterpillar, Red Row) – (Exact date to be agreed with provider) – Approx. session times: 8:40am-9:15am.

Two encounters for pupils during the 'second key phase' (years 10 or 11) that are mandatory for all pupils to attend.

3. Year 10 – Extended assembly in Winter Term with a provider of approved technical education qualifications and/or apprenticeships (e.g. Project ASK Apprenticeships) – (Exact date to be agreed with provider/s) – Approx. session times: 8:40am-9:15am.
4. Year 11 – Extended assembly in Winter Term with a provider of approved technical education qualifications and/or apprenticeships and employment (e.g. Red Row/DHL) – (Exact date to be agreed with provider/s) – Approx. session times: 8:40am-9:15am.

Two encounters for pupils during the 'third key phase' (years 12 and 13) that are mandatory for the school to provide but optional for pupils to attend.

5. Year 12 – Extended assembly in Spring Term with a provider of approved technical education qualifications and/or apprenticeships (e.g. Project ASK Apprenticeships) – (Exact date to be agreed with provider/s) – Approx. session times: 8:40am-9:15am.
6. Year 13 – Extended assembly in Spring Term with a provider of approved technical education qualifications and/or apprenticeships and employment (e.g. Terex/Next) – (Exact date to be agreed with provider/s) – Approx. session times: 8:40am-9:15am.

2.2 Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the Making it meaningful checklist. Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our students.

3. Pupil entitlement

All pupils in years 8 to 13 at Ashby School 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, group sessions 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:

Mrs James, Careers Leader

01530 413748

careersevents@ashbyschool.org.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. These are subject to change or be adjusted based on requirements and availability.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	<ul style="list-style-type: none">• E2L curriculum linked to careers (Best of me)• Form time: gather intended destinations• Welcome assembly from Advisors• Careers Bulletin/Newsletter	<ul style="list-style-type: none">• E2L curriculum linked to careers (Teamwork)• Guess my Job session• Careers Bulletin/Newsletter	<ul style="list-style-type: none">• E2L curriculum linked to careers (Careers in the Curriculum)• Year 7 Future Skills Questionnaire• Careers Bulletin/Newsletter
YEAR 8	<ul style="list-style-type: none">• Welcome assembly from Advisors• Local Business - apprenticeship assemblies (Phase 1)• Careers Bulletin/Newsletter	<ul style="list-style-type: none">• PSD: Beginning my career journey (calendar tbc)• PSD Exploring LMI (calendar tbc)• Careers Bulletin/Newsletter	<ul style="list-style-type: none">• Speedy Speakers event• Intended destinations updated.• Careers Bulletin/Newsletter
YEAR 9	<ul style="list-style-type: none">• Careers Bulletin/Newsletter• Work experience (calendar tbc)• Welcome assembly from Advisors	<ul style="list-style-type: none">• Local colleges and training providers assemblies (Phase 2)• PSD: Marketing me (calendar tbc)• Careers Bulletin/Newsletter	<ul style="list-style-type: none">• Year 9 Future Skills Questionnaire• Intended destinations• Careers Bulletin/Newsletter

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<ul style="list-style-type: none"> Apprenticeship assemblies (Phase 1) Welcome assembly from Advisors Post 16 provider assembly – local colleges Careers Bulletin/Newsletter Work experience 	<ul style="list-style-type: none"> Job of the Week Careers Bulletin/Newsletter 	<ul style="list-style-type: none"> PSD: ‘Exploring Post-16 options’ module PSD: ‘Developing networking and social etiquette skills’ module Business related talks with representative from local business Year 10 Future Skills Questionnaire Intended destinations Tutor time: Mock interview prep Mock interviews Year 10 pathways assembly Careers Bulletin/Newsletter
YEAR 11	<ul style="list-style-type: none"> Assembly on opportunities Post-16 Group sessions/talks about Colleges and Apprenticeships Into the Sixth Form Evening Year 11 Future Skills Questionnaire (bought through from Year 7) Careers interviews Live apprenticeship and traineeship vacancy emails Careers Bulletin/Newsletter Industry apprenticeship and employment assemblies/technical routes (Phase 2) 	<ul style="list-style-type: none"> Post 16 Application support clinics PSD: Understanding and completing Post-16 Applications via PS16 system PSD: ‘Preparing your applications’ module Live apprenticeship updates Careers interviews Live apprenticeship and traineeship vacancy emails Apprenticeship workshops Careers Bulletin/Newsletter 	<ul style="list-style-type: none"> Careers Bulletin/Newsletter Apprenticeship workshops
YEAR 12	<ul style="list-style-type: none"> Career of the Fortnight: Tutor time Work Experience Career Ready programme starts Live apprenticeship and traineeship vacancy emails 	<ul style="list-style-type: none"> Caterpillar, Next & DHL (or local businesses) assembly Oxbridge visits Live apprenticeship and traineeship vacancy emails Apprenticeship support sessions Post-18 pathways event 	<ul style="list-style-type: none"> Skills for Success UCAS Fair Career Ready Personal statements workshop Degree level apprenticeship assemblies (Phase 1) Design: Visit to caterpillar
YEAR 13	<ul style="list-style-type: none"> Post 18 Assemblies Personal Statements refresher Apprenticeship support sessions Year 13 careers interviews 	<ul style="list-style-type: none"> LEBC Apprenticeships and CV’s (for non-university applicants) Industry apprenticeship and employment assemblies (Phase 2) Career of the fortnight: Tutor time 	<ul style="list-style-type: none"> Confirmation of post-18 education and training destinations for all pupils

Please speak to our careers leader to identify the most suitable opportunity for you.

4.3 Granting and refusing access

At Ashby School we focus on providing key information at specific times and offer opportunities to students to attend a range of career and further education talks, whilst ensuring they receive at least two presentations from external providers per phase.

Providers will be able to attend or offer their attendance at any assembly timetabled for careers provision. Providers are also able to offer support at any of our planned events including Guess my Job, Speedy Speakers, Enterprise Morning, Mock Interviews and Careers Talks. All providers' requests for access will be considered, however, access may not be granted if the timing is inappropriate or causes disruption to the school calendar and student learning. An alternative opportunity may be offered.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Visitors are given lanyards based on DBS checks. Visitors with a red lanyard, or those who are not DBS cleared will be escorted around the site permanently and will not be left alone at any time.

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

4.5 Premises and facilities

The school will make the classrooms, Lecture Theatre, Hub 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 students.

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 students at lunch and break times.

5. Previous providers

Previous providers

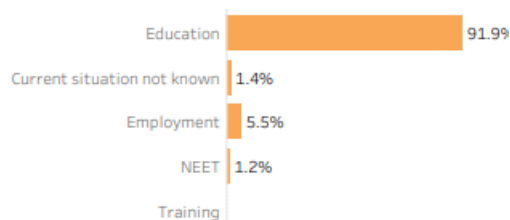
In previous terms/years we have invited the following providers from the local area to speak to our students:

Project ASK, University of Hertfordshire, University of Leicester, Falmouth University, Keele University, De Montfort University, University of Surrey, Newcastle University, University of Leeds, Cardiff University & Cardiff Metropolitan University, University of Derby, University of Northampton, Nottingham Trent University, University of Lincoln, The University of Nottingham, Loughborough University, University of Birmingham, Lancaster University, University of Huddersfield, Aberystwyth University, Staffordshire University, Burton and South Derbyshire College, Loughborough College, SMB College Group, Royal Air Force, Work & Skills Leicestershire, Leicestershire County Council, Chameleon School of Construction, Armed Forces (Army and RAF), School of Thought, Heart of England Training (HOET), Elite Tuition, Bott Ltd, Ibstock PLC, HSSP Architects Ltd, Midlands partnership foundation trust, HP Inc, Fisher German LLP, Rolls-Royce, Hire Association Europe, East Midlands Airport, DHL International UK Ltd, Plastic Omnium Automotive, Caterpillar, Mander Cruickshank Solicitors, Institute of Physics, HM Revenue & Customs, M-EC Development Technical Consultants, Lorien Engineering Solutions, Premtech Ltd., University Hospitals Leicester NHS Trust, Vinci Energies, North West Leicestershire District Council, Economic Development North West Leicestershire District Council, Career Ready, Siemens Mobility Limited, Department for Work and Pensions, Pladis UK (McVities), Champney Springs, Woodward Veterinary Practice, CEVA Logistics, GXO Logistics, emh (East Midlands Housing), DSV, National Space Centre Creative, Grant Thornton UK LLP, Leicestershire Police, Fitness Republic, Bloor Homes, Environment Agency, the Fire Service, a NHS Surgeon, Blueprint Media, Hiedelberg Materials, Burton Albion FC, BBC Radio Leicester, Red Row Homes.

6. Pupil destinations

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

Ashby School



Last year, our Year 13 pupils moved to a range of University and Apprenticeship providers as well as employments and gap years.

DESTINATIONS	%
Higher Education Course (including those taking year out)	73
Employment or Training	10
Other Education	3
Art Foundation Course	2
Apprenticeship	5
Gap Year	4
Other	2
Forces	1
TOTAL	100%

7. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure, directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk or to our Careers Leader, Mrs James, via careersevents@ashbyschool.org.uk

8. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Mrs James and Mrs Marlow.

This policy will be reviewed by the Careers Leader, the senior link to careers and the Headteacher annually.

At every review, the policy will be approved by the governing board.

Approval and review

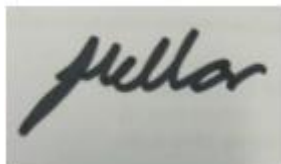
Approved September 2025 by Governors at Curriculum and Standards Committee

Next review: September 2027

Signed:

C Sutton - Chair of Governors

Dr Mellor - Head teacher

A handwritten signature in black ink, appearing to read 'Mellor', is shown on a light-colored background.