

Policy title	B11 – Provider Access
Written by	K. Clinton
Policy owner	Principal

Status	Approved
Summary of change	

Equality Impact Assessment date	
JCC consultation date (People policies)	
Approval date	24 th September 2024
Approval authority	Principal
Review date	24 th September 2025

1. Purpose/aims

This policy statement aims to set out our academy'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:

1.1 Procedures in relation to requests for access

1.2 The grounds for granting and refusing requests for access

1.3 Details of premises or facilities to be provided to a person who is given access

2. Legislation and statutory guidance

2.1 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.

2.2 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 2.6 below).

2.3 Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

2.4 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](#).

2.5 This policy shows how our academy complies with these requirements.

2.6 The 6 encounters schools must offer to all pupils in years 8 to 13 (please note that our academy does not have pupils in year 12 or 13)

2.6.1 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

2.6.2 These encounters must happen for a reasonable period of time during the standard academy day. The academy can continue to provide complementary experiences, but encounters outside of academy hours won't count towards these requirements.

2.6.2 The academy 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

Our Academy complies with this by inviting providers from a number of Technical and Vocational Colleges, Apprenticeship Providers, T-Level providers, Post 16 providers and Universities in throughout the year. This year, we have invited:

Year 7	The Grand Hotel Assembly, Hospitality Apprenticeships	
Year 8	Plumpton College Assembly – Landbased Apprenticeships	
Year 9	Haywards Heath College– T Levels and Vocational Apprenticeships	
Year 10	Plumpton College Assembly – Landbased Apprenticeships	
Year 11	Amazing Apprenticeships Assembly Business Breakfast – 45 industry representatives Assemblies from every Post 16 Provider locally Amazing Apprenticeships Assembly Amazing Apprenticeships Workshop University of Brighton Assembly	

2.7 Meaningful provider encounters

2.7.1 Our academy is committed to providing meaningful encounters to all pupils.

2.7.2 1 encounter is defined as 1 meeting/session between pupils and 1 provider.

2.7.3 Meaningful live online engagement is also an option at our academy.

Student entitlement

3.1 All students in years 8 to 11 at The Burgess Hill Academy 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, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

Management of provider access requests

Procedure

A provider wishing to request access should contact Linda Dorgan, Careers Leader via email

Telephone: 01444 716221

Email: l.dorgan@theburgesshillacademy.org.uk

Opportunities for access

4.2.1 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 7	University of Brighton – University Game	The Grand Hotel, Hospitality Apprenticeships – NAW23 Careers Workshops	

YEAR 8	University of Brighton – Fresher’s Fortune Digital Day	National Apprenticeship Week Tutor time activities National Apprenticeship Week Assembly by Plumpton College National Careers Week Activities	Careers workshops Faraday Challenge Citizenship lessons
YEAR 9	Assembly and tutor group opportunities - employability skills Citizenship lessons	Key Stage 4 options event National Apprenticeship Week tutor time activities National Apprenticeship Assembly by apprenticeship provider University of Brighton Fresher’s Fortune	No encounters – encounters must have taken place by 28 February
	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	Post-16 technical education options assembly with General Further Education College Assembly and tutor group opportunities - employability skills	Networking event with providers and employers Citizenship – CV writing sessions Plumpton College Taster Day Assembly Amazing Apprenticeships Assembly NAW23	Technical/vocational tasters at local college/s, training providers

YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly programme every week over the whole term Meetings with careers adviser Post-16 applications	Post-16 interviews Apprenticeship Registration Workshop Apprenticeships – support with applications	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

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.

Granting and refusing access

The academy will make every reasonable endeavour to welcome technical/vocational providers into the academy to speak with our students. Assemblies are between 8.35am and 8.50am daily dependent on the year group. We are happy to welcome all providers to our Year 11 Post 16 Evening. Access will only be refused if the provider’s timing request does not fit within our scheduled timetable.

Safeguarding

4.4.1 Our Academy Child Protection and Safeguarding policy outlines academy procedures for checking the identity and suitability of visitors.

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

Premises and facilities

4.5.1 The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. It 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.

4.5.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by Linda Dorgan. The Resource Centre is available to all students at lunch and break times.

Previous providers

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

- Haywards Heath College
- BHASVIC
- Varndean
- St Pauls Sixth Form
- East Sussex College Group
- Brighton Met College
- Northbrook College
- Crawley College
- Plumpton College
- Dv8
- Amazing Apprenticeships
- University of Brighton

In addition, we have over 20 providers (including the above) who attend our Post 16 Information Evening including BACA, local Independent Schools, Rewards Training, Steve Willis Training, The Armed Forces, Sigta Engineering ,BN1Arts, Jace Training, Dv8, Pioneer Childcare.

Pupil destinations

6.1 In 2023, our year 11 pupils moved to a range of providers in the local area after school:

Destination Status	Total
Sixth Form College	32
Further Education College	121
Apprenticeship	2
School Sixth Form	8
Full time education – other	1
Employment – with/without training or accredited study	1

Not in employment, education or training	6
Current situation unknown	3
Total	174

Complaints

- 7.1 Any complaints related to provider access can be raised following the [Trust complaints procedure](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Links to other policies

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

Monitoring arrangements

- 9.1 The academy's arrangements for managing the access of education and training providers to students are monitored by Linda Dorgan, Careers Leader
- 9.2 This policy will be reviewed by the Principal annually
- 9.3 The template document will be approved by the Board of Trustees through specific responsibility delegated to the Education and Standards Committee.

Template status and review

Written by:	Director of Governance and Admissions
Owner:	Director of School Improvement
Status:	V2 = Approved
Approval date:	V1 = Executive Team December 2017 V2 = Chair EAS 31/01/2023
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