



PROVIDER ACCESS POLICY

Term of policy: Annual

Approved by: LGB 16.1.25

Date ratified: BoT 5.2.25

Next Review Date: Spring 2026

Author: S.Subra

Sources: NGA, The Key

Online location: Policies

Consulted with JCC? Yes ☐ No ☒

Introduction

This policy replaces any previous policy and follows the DfE regulations.

As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The school will ensure that this policy is applied fairly to all employees and does not have a negative impact on students or staff with protected characteristics, race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Policy Statement on Provider Access:

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997, the Department of Education, July 2021: "Baker Clause", and the Provider Access Legislation, January 2023.

Rationale

High quality careers education and guidance in school is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities, and contribute to a productive and successful economy.

As the number of apprenticeships rises every year it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18, including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

The school is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The school is fully aware of its responsibility to set students on the path that will secure the best outcomes which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with our statutory duty, and not showing bias towards any route, be that academic or technical.

The school endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

The school policy for access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment, or training).

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

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 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.

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

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.

Gatsby Benchmark 7 - Encounters with further and higher education: Guiding principles

To support a meaningful approach to Benchmark 7, this resource is underpinned by the following guiding principles:

Principle 1: Start early

- Implement a progressive programme that broadens horizons, and scaffolds development of the knowledge and understanding required for students to identify their best next steps, from when students join you.

Principle 2: Be informed by trends and success

- Use destination data and LMI to identify any gaps and implement appropriate intervention.
- Use relevant destinations data and LMI to inform continuous improvement.
- Harness employer and alumni voice through multi-Benchmark approaches where young people can be supported to understand learning opportunities through encounters and experiences of the workplace.

Principle 3: True advocacy

- Grow your expertise in all career pathways and opportunities for young people.
- Become an expert in the latest vocational and technical opportunities for your young people.

Principle 4: Challenge misconception and assumptions head on

- Consider all stakeholders and their knowledge, understanding and potential misconceptions.

Principle 5: Equity of access to information and understanding

- All pathways for all young people.
- Provide equality of access to information and understanding.

Meaningful live online engagement is also an option at our school.

Student Entitlement

At Rooks Heath School, students in Years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships 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.
- To understand how to make applications for the full range of academic and technical courses.

The school has an obligation to provide at least six encounters with approved providers of apprenticeships and technical education for all our students, as follows:

- **Two** encounters for students during the 'first key phase' (**Years 8 and 9**) that are mandatory for all students to attend.
- **Two** encounters for students during the 'second key phase' (**Years 10 and 11**) that are mandatory for all students to attend.

- **Two** encounters for students during the 'third key phase' (**Years 12 and 13**) that are mandatory for the school to put on but optional for students to attend.

Safeguarding

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.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact **Mrs S. Subra**, *Careers Lead*

Telephone: 020 8872 8905

Email: contactus@rooksheath.harrow.sch.uk

Opportunities for Access

The following list shows the main events and activities integrated into the school careers programme.

- Skills lessons.
- Links with all areas of the curriculum.
- PSE Careers lessons.
- Guided tutor time in Years 7 to 9.
- Access to the Careers Library.
- One to One interview with Careers Personal Advisor.
- Work Shadow Days in Years 9 and 10.
- Work experience - Year 12.
- Subject lessons linked to careers.
- Trips linked to specific careers e.g. STEM, Media, and Law.
- Opportunity to attend specific careers events e.g. Skills London Fair.
- Speakers in Assemblies.
- Careers events in school e.g. Careers Fair.
- Mentoring provided by ASK Apprenticeships.
- Skills workshops.

Providers are welcome to come into school and speak to the students. Please speak to **Mrs S. Subra** (Careers Lead) to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and Facilities

The school will make the main hall and/or classrooms 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 be discussed and agreed in advance of the visit with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the school librarian and the appointed careers coordinator. The library is available to all students at lunch and break times.

Previous providers

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

- Brunel University
- RAF
- Google
- Orthene Chemicals Ltd
- LM Technologies
- ASK – Education Development Trust

Pupil destinations

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

- Harrow College
- Uxbridge College
- Global Academy
- Ealing Green College
- Totteridge Academy
- West Herts College

Last year, our year 13 pupils moved to a range of providers after school, including:

- Queen Mary, University of London
- Brunel University
- University of Oxford
- Kings College London
- Royal Holloway, University of London
- HSBC (Apprenticeship)

Complaints

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

Links to other policies

Outline any links to other policies you have, such as:

- [Safeguarding/child protection policy](#)
- [Careers guidance policy](#)

- [Curriculum policy](#)
- [Complaints policy](#)

Approval and review

Approved 16.1.25 by Governors

Next review: Spring 2025

Signed: Miriam Manderson, Headteacher