Approved by:		**Date:** 26/09/2024
Last reviewed on:	26th September 2024	
Next review due by:	1st September 2025	

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1. Aims

1.1 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:

- 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

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.

Targeted Group	Providers
Key Stage 3	Farmers Union Association East Sussex Police HIETT Education Cre8 Music Elev8 Careers Bright Foundation Sussex University Brighton University Dare to Dream Power of Events

Key Stage 4	Sussex University Brighton University Post 16 Careers Fair and Assembly from all Local Post 16 Providers WEX My Future Starts Here DV8

The academy will ask where necessary providers to complete a Service Level Agreement for ongoing projects.

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. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

2.7.3 Meaningful live online engagement is also an option at our academy we are open to providers that are able to provide live online engagement with our pupils.

3. Student entitlement

3.1 All students in years 8 to 11 at The St Leonards 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

4. Management of provider access requests

4.1 Procedure

Outline the procedures that providers must follow when requesting access to students.

Include the following contact details:

A provider wishing to request access should email one of the following contacts;

The St Leonards Academy School Reception – tsla.office@thestleonardsacademy.org.uk
Billy Thompson, Careers TLR Holder – b.thompson@thestleonardsacademy.org.uk
Lewis Hall, Head of PD and Curriculum Lead for Careers – l.hall@thestleonardsacademy.org.uk

4.2 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 (Term 1&2)	**Spring Term** (Term 3&4)	**Summer Term** (Term 5&6)
Year 7	Introduction to Careers at SLA through tutor time and school assembly.	Unit of work through Personal Development Curriculum	Employer event for students. Assembly by local business.
Year 8	Event for University/Technical College	Unit of work through Personal Development Curriculum Unit of work through Personal Development Curriculum	Employer event for pupils, overview of local, regional and national opportunities and skills requirements
Year 9	Access to drop-in with careers adviser Higher Education Assembly provided by Sussex University.	Unit of work through Personal Development Curriculum KS4 – subject options (for study in Year 10&11) Small Group Guidance Interviews provided by qualified Advisor.	*No planned encounters – legislation requires encounters to take place by 28 February if in year 9*

Year 10	Post 16 technical education options assembly with FE College.	Unit of work through Personal Development Curriculum Work Experience for February and March. Employer Encounters. Aspirational program – Dare to Dream.	College Taster Day Encounters. College Open Evening Encounters. 1-2-1 Guidance Interviews provided by qualified Advisor.
Year 11	Post 16 technical education options assembly with FE College Post 16 provider open evenings 1-2-1 Guidance Interviews provided by qualified Advisor.	Unit of work through Personal Development Curriculum Post 16 provider open evenings.	*No planned encounters – legislation requires encounters to take place by 28 February if in year 11*

Please speak to our Curriculum Careers leader, PD Teacher, Careers TLR Holder or Careers Guidance Service 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

The academy makes every reasonable endeavour to welcome technical/vocational providers into the academy to speak with our students. Assemblies are between 8:40am and 9:00am 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

4.4 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.

4.5 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 on 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 Coordinator which will be available to students in the Resources Centre in school. This facility is available to all pupils during their allocated lunchtime drop-in sessions.

5. Previous providers

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

East Sussex Coast College	*Bexhill College*
Sussex University	*NHS*
Brighton University	*Heathfield Community College*
DV8	*Partnership Training*
ASK	*Plumpton College*
Ark Sixth Form	
University of Southampton	*Bright Foundation*

6. Pupil destinations

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

Destination	Number of Students	%
Further Education	248	88.3
Apprenticeship/Vocational	7	2.9
Other		

7. Complaints

7.1 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 .

8. Links to other policies

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

- Safeguarding/child protection Policy
- Careers Policy
- Personal Development Curriculum Policy
- Complaints Policy
- Online Safety Policy
- Educational Trips and Visits Policy

9. Monitoring arrangements

9.1 The academy's arrangements for managing the access of education and training providers to students are monitored by Billy Thompson Careers TLR Holder.

9.2 This policy will be reviewed by the Careers TLR Holder annually.

9.3 The template document will be approved by the Board of Trustees through specific responsibility delegated to the Education and Standards Committee.

10. Template status and review

Written by:	Careers TLR Holder – Billy Thompson
Owner:	Billy Thompson
Status:	V1 =
Approval date:	V1 =
Review Date:	1st Sept 2025 or as required