

Provider Access Policy Statement

Introduction

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 in section 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.

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

As part of our initial discussion with providers, we will ensure that they are aware of the above. This will be monitored by staff during the encounters.

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 will use the 'Making it Meaningful' checklist from the Careers & Enterprise Company when planning, implementing and reviewing encounters.

Meaningful live online engagement is also an option at our school, if we feel it is appropriate for our students.

Student entitlement

All students in Years 8 -13 at Ellesmere College 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 – through assemblies, group discussions, online communication such as Teams, and taster events
- to 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 Simon Coopey (Head of Centre, Aylestone Meadows 4-16), Sally Gough (Head of Centre, Aylestone Meadows Post 16) or Liz Richardson (Head of Centre, Knighton Fields) at the school.

Telephone: 0116 2894242

Email: office@ellesmere.leicester.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Parent/carer Evening (2 nd October) Music Day (18 th October) Careers Fair (29 th November)	National Careers Week (3 rd -8 th March) Parent/carer Evening (9 th April)	Eco Day (27 th June)
Year 9	Parent/carer Evening (2 nd October) Music Day (18 th October) Careers Fair (29 th November)	National Careers Week (3 rd -8 th March) Parent/carer Evening (9 th April) Meeting with careers adviser	Eco Day (27 th June)
Year 10	Parent/carer Evening (2 nd October) Music Day (18 th October) Careers Fair (29 th November)	National Careers Week (3 rd -8 th March) Parent/carer Evening (9 th April)	Eco Day (27 th June)
Year 11	Parent/carer Evening (2 nd October) Mock interviews (10 th October) Music Day (18 th October) Careers Fair (29 th November)	National Careers Week (3 rd -8 th March) Parent/carer Evening (9 th April)	Eco Day (27 th June)
Post 16 (Year 12-14)	Parent/carer Evening (2 nd October) Mock interviews (10 th October) Music Day (18 th October) Careers Fair (29 th November)	National Careers Week (3 rd -8 th March) Parent/carer Evening (9 th April)	Eco Day (27 th June)

	Meeting with careers adviser		
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In addition to the above, there are also the following opportunities:

Year 7/8/9 Learning for Life:

Assemblies, Preparation for Adulthood lessons

Key Stage 4 and Post 16 High Needs/Learning for Life:

Assemblies, employer engagement days, mock interviews, work experience placements, Preparation for Adulthood lessons, small group sessions: future education, training and employment options

Key Stage 3 and 4 High Needs/Connecting & Responding:

Our careers programme is embedded into our curriculum and personalised according to the individual needs of each pupil.

Please speak to Simon Coopey, Sally Gough or Liz Richardson to identify the most suitable opportunity for you.

Reasons for declining requests

The college reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (e.g. if students have already heard from similar providers during the year)
- if the information is not seen to be in the best interest of students (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics of quality of the provision)

In such cases, the Head of Centre would inform the provider of this decision and the reason why.

If the provider wishes to appeal this decision, they can contact the Executive Vice Principal with responsibility for the Quality of Education at the college. If the provider wishes to appeal the decision received from the Executive Vice Principal, they should contact the Executive Principal at the college. Should the issue still not be resolved then the provider should contact the Chair of Governors.

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.

Premises and facilities

The school will make the main hall, classrooms or meeting spaces 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 Head of Centre or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Head of Centre. This will be made available to pupils and families as appropriate.

Previous providers

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

- Leicester College
- North Warwickshire and South Leicestershire College
- Gateway College
- Brooksby College
- Homefield College
- Project Search – UHL
- WQE
- Sense
- Corby DWP
- Riders Basketball
- National Space Centre
- ASDA
- HSBC
- Leicester Tigers
- Premier Inn
- Pathways
- Workpays Apprenticeships
- Yes Project

Pupil destinations

Last year, the vast majority of our Year 11 students remained at Ellesmere in our Post 16 provision. Our year 11 leavers moved to a range of providers in the local area:

- Leicester College
- NWSLC
- Gateway College

Last year, our Post 16 leavers moved to a range of providers in the local area after school:

- Leicester College
- Gateway College
- NWSLC
- SENSE College
- Trans4m
- NHS - Employment

Complaints

Any complaints related to provider access can be raised following the school complaints procedure found on the policies page of our website or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Links to other policies

- Child protection policy
- Complaints policy

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Simon Coopey, Sally Gough and Liz Richardson.

This policy will be reviewed by Ange Smith, Executive Vice Principal, annually.

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

Date of next review: October 2025