

Liberty Academy Trust Provider Access Policy Statement

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Written by	Director of Education
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1. Provider Access Policy Statement

This policy statement aims to set out the arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. The requirements to do so are outlined in 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](#).

2. What are pupils entitled to?

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. Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13.

Two encounters must be available for each phase between years 8 and 9, and 10 and 11. Pupils can choose to attend encounters in Years 11 and 13.

Pupils are entitled to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

3. Who handles our access requests?

Any provider wishing to request access should contact the career leads in each school. Contact should be made via the school's office either by telephone or email. An outline of relevant planned events is provided below.

[INSERT CAREERS LEAD NAME]

[INSERT SCHOOL CONTACT INFORMATION]

4. What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents. Our annual schedule of events is as follows:

Year Group	Autumn	Spring	Summer
Year 8		National Careers Week	Careers Fair
Year 9	Careers Curriculum – Careers Pilot, Choosing KS4 Options	National Careers Week	Careers Fair
Year 10	Careers Curriculum – Careers Pilot, Career Planning	National Careers Week	Careers Fair Speakers for Schools - Work Experience & Work Experience Placement through Education business Support Partnership
Year 11	Assembly about opportunities at 16	National Careers Week Speakers for Schools - Work Experience & Work Experience Placement through Education business Support Partnership	Careers Curriculum – Labour Market

5. What can providers can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors available to providers.

Arrangements will be discussed in advance between our career's leader and a nominated member of the provider's team.

6. Safeguarding

Our safeguarding 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 at all times during their visits to school and when engaging with students.

7. Premises and facilities

The school will make halls, classrooms 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.

Requirements should be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

8. Can providers leave prospectuses for pupils to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the school admin team who will ensure that they are placed in the school library.