

Macmillan  
Academy

# **PROVIDER ACCESS POLICY**

## POLICY DETAILS

<b>Policy title:</b>	Provider Access Policy
<b>Staff name and job title:</b>	Andy Jordan
<b>Organisation:</b>	Macmillan Academy
<b>Policy version number:</b>	2
<b>Approved by Headteacher:</b>	January 2024
<b>Date of next review:</b>	January 2025
<b>Distribution:</b>	Website

<b>Version</b>	<b>Date of review</b>	<b>Date of next review</b>	<b>Comments</b>	<b>Approved by</b>
1	January 2023	January 2024	New policy for website	Headteacher
2	January 2024	January 2025	Updated policy	Headteacher

## 1. Aims

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.

## 2. 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 2.1 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.

### 2.1 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

Macmillan Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies, in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

## 2.2 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. Meaningful live online engagement is also an option at our school. Please see 4.2 for opportunities for access.

## 3. Pupil entitlement

All pupils in Years 8 to 13 at Macmillan 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

Requests for access should be directed to, Mrs Emma Turner, Careers Leader. Mrs Turner may be contacted by telephone or email, 01642 [800800/office@macademy.org.uk](mailto:800800/office@macademy.org.uk)

### 4.2 Opportunities for access

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:

YEAR GROUP	AUTUMN TERM	SPRING TERM	SUMMER TERM
8	STEM Roadshow	BBC Bitesize Roadshow	
9		BBC Bitesize Roadshow Jobs Fair	No encounters – encounters must have taken place by 28 February
10		BBC Bitesize Roadshow Jobs Fair 1:1 drop in with Teesside University (Thursday – weekly)	Meetings with careers adviser Higher Ideas Exchange
11	Post 16 provider open evenings	Meetings with careers adviser Jobs Fair	No encounters – encounters must

	Meetings with careers adviser Apprenticeships assembly – TVCA Post 16 applications 1:1 drop in with Teesside University (Thursday – weekly)		have taken place by 28 February Confirmation of post 16 education and training destinations for all pupils
12	Meetings with careers adviser 1:1 drop in with Teesside University (Thursday – weekly)	Meetings with careers adviser Jobs Fair 1:1 drop in with Teesside University (Thursday – weekly)	Meetings with careers adviser Higher Ideas Exchange Introduction to HEI/Applying through UCAS assembly – Teesside University Destination Northumbria – assembly Futures Morning
13	Meetings with careers adviser 1:1 drop in with Teesside University (Thursday – weekly)	Meetings with careers adviser Jobs Fair 1:1 drop in with Teesside University (Thursday – weekly)	No encounters – encounters must have taken place by 28 February Confirmation of post 18 education and training destinations for all pupils

### 4.3 Granting and refusing access

Access will be given for providers to attend during school assemblies, timetabled Careers or PSHE lessons, and Careers or Raising Aspirations events that Macmillan Academy is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Macmillan Academy.

### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of all visitors. Education and training providers will be expected to adhere to this policy.

#### **4.5 Premises and facilities**

Macmillan Academy will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate the session. Macmillan Academy will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems. Providers will have the opportunity to leave resources (such as prospectuses and other materials) for students to read.

#### **5. Previous providers**

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

- Askham Bryan College
- Hartlepool College of Further Education
- Middlesbrough College
- Northern Skills Group
- TTE Technical

#### **6. Pupil destinations**

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

- Askham Bryan College
- Bede College
- Middlesbrough College
- Northern School of Art
- Prior Pursglove College
- Redcar and Cleveland College

Last year, our Year 13 pupils moved to a range of providers in the local area after school:

- Durham University
- Newcastle University
- Northumbria University
- Sunderland University
- Teesside University
- York University

#### **7. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure to Mrs Emma Turner – [office@macademy.org.uk](mailto:office@macademy.org.uk). Mrs Emma Turner will raise the complaint to Mrs Rachel Coning, Headteacher of Macmillan Academy. Complaints can also be

raised directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **8. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to pupils are monitored by Mr Andrew Jordan, Deputy Headteacher. This policy will be reviewed by Mr Andrew Jordan, Deputy Headteacher, annually.



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