

# St John's



CE ACADEMY

## Provider Access Policy Statement

### St John's C of E Academy

This document applies to all academies and operations of Cambrian Learning Trust.

[www.cambrianlearningtrust.org](http://www.cambrianlearningtrust.org)

Document Control			
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**This policy applies to all schools in Cambrian Learning Trust.**

## 1. Aims

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. 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

The requirements and entitlements in sections 2 and 3 apply to every school in the trust that provides secondary education. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named school adopting the policy.

## 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 trust complies with these requirements across our schools.

### 2.1. The 6 encounters schools must offer to all pupils 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

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

Providers are asked to provide the information above, and allow time during their interaction for students to ask questions.

## 2.2. Meaningful provider encounters

Each school is committed to providing meaningful encounters to all pupils. 1 encounter is defined as 1 meeting/session between pupils and 1 provider.

## 3. Pupil entitlement

All pupils in years 8 to 13 in The Cambrian Learning Trust 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, 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 the school enquiries email.

## 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 7	Encounters with guest speakers and role models are a consistent feature, helping pupils challenge stereotypes, recognise different pathways and begin reflecting on their interests, strengths and ambitions.
Year 8	Learning focuses on how knowledge, habits and attitudes developed in school connect to future success. Guest speakers, enrichment experiences, careers events and interactive activities such as Careers Detective Day help pupils understand labour market opportunities, develop ambition and see the relevance of their learning.
Year 9	Careers education becomes more focused on informed decision-making and preparation for Key Stage 4 choices. Pupils explore how subjects link to future study and employment, develop employability skills and receive impartial guidance to support option decisions. Encounters with employers, education providers and guest speakers remain a regular feature.
Year 10	Pupils begin structured preparation for life beyond Year 11. The programme develops employability skills, career management skills and workplace understanding through careers guidance, encounters with employers and providers, work-related learning and preparation for work experience. Pupils explore post-16 options in detail, including sixth form, college, apprenticeships and training pathways, with opportunities to engage with providers across the Trust and beyond.
Year 11	Support is centred on successful transition to post-16 education, employment or training. Pupils receive personal guidance, application support, interview preparation and advice on next steps. Encounters with sixth forms, colleges, training providers, employers and guest speakers help pupils make informed and aspirational decisions. Particular emphasis is placed on understanding and accessing post-16 opportunities within the Trust, while ensuring every pupil secures a sustained destination that is right for them.

Please get in touch via the school enquiries email so we can identify the most suitable opportunity for you.

## 4.3. Granting and refusing access

Please speak with our school office team to discuss access arrangements.

## 4.4. 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.

## 4.5. Premises and facilities

The school will make the Theatre, Drama Studio, Dining Hall, Sports Hall, Library, classrooms, 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. This will all be discussed and agreed in advance with the Office Team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre / Careers Library, which is managed by the Careers Lead. The Resource Centre is available to all students at lunch and break times.

## 5. Previous providers

Not applicable

## 6. Pupil destinations

Not applicable

## 7. Complaints

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

## 8. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Complaints policy

## 9. Monitoring arrangements

The arrangements for managing the access of education and training providers to pupils is monitored by the Heads of School.

This policy will be reviewed by annually.

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