



# Provider access policy statement

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**Approved By:** Nick Harrison

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## 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 six 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 six encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- Two 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
- Two 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

We work closely with the Cambridge Area Partnership to comply with these encounters.

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils.

One encounter is defined as one meeting/session between pupils and one provider.

We have a Cambridge Area Partnership evening once per year for KS4 students at Vista in-person and also have all key providers locally give assemblies across the year groups.

## **3. Pupil entitlement**

All pupils in years 8 to 13 at Vista 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**

A provider wishing to request access should contact Karen Lonsdale, Deputy Head Teacher

Telephone: 01353 223300

Email: [klonsdale@vista.tela.org.uk](mailto:klonsdale@vista.tela.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Unifrog	CWA/CRC Assemblies	Enrichment Week
YEAR 9	Assembly and tutor group opportunities – employability skills 1:1 Meeting with careers adviser as required	Key Stage 4 options CWA/CRC Assemblies	<b>No encounters – encounters must have taken place by 28 February</b>
YEAR 10	Post-16 technical education options assembly with Further Education Colleges CWA and CRC Work experience preparation assemblies Ely Cathedral Careers Fair Cambridge Area Partnership Fair for students and families with careers talk 1:1 Meetings with careers adviser	Networking event with providers and employers Assembly and tutor group opportunities – employability skills Work experience preparation sessions Unifrog 1:1 Meetings with careers adviser	Work experience (week long) Technical/vocational tasters at local college/s, training providers Unifrog 1:1 Meetings with careers adviser
YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly 1:1 Meetings with careers adviser Post-16 applications Apprenticeships – support with applications Cambridge Area Partnership Fair for students and families with careers talk Cambridge Area Partnership Fair for students and families with careers talk	Post-16 interviews 1:1 Meetings with careers adviser Cambridge / Oxford University workshop Athena College visit	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils

Please speak to our careers lead to identify the most suitable opportunity for you.

## 4.3 Granting and refusing access

### Granting Access

- **Timetabled Careers Lessons:** Providers may attend scheduled careers lessons to offer insights and guidance.
- **Assemblies:** Providers can participate in school assemblies to present career opportunities and pathways.
- **Career Events:** Access is granted during career fairs, workshops, and other related events organized by the school.
- **Special Invitations:** Providers may be invited for guest lectures or specific career-related activities.
- **Parental Consent:** Access is granted when parents have given explicit consent for their children to participate in career-related sessions.

### Refusing Access

- **Non-Scheduled Times:** Providers will not have access outside of the pre-arranged times and events.
- **Lack of Relevance:** Access will be refused if the provider's content is not relevant to the pupils' career development.
- **Parental Objection:** If parents object to their children participating, access will be denied.
- **Disruptive Behavior:** Providers exhibiting unprofessional or disruptive behavior will be refused access.
- **Confidentiality Concerns:** Access will be denied if there are concerns about the confidentiality and safety of the pupils.

## 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

Vista has an assembly hall with projector and other spaces available for large groups and/or smaller workshops.

## 5. Previous providers

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

Cambridge Area Partnership

Norwich University

Cambridge University

Anglia Ruskin University

## **6. Pupil destinations**

Last year, our year 11 pupils moved to a range of providers in the local area both in Cambridgeshire and Norfolk after leaving school. With the majority moving on to the CAP providers.

School – mostly to the Cambridge Area Partnership providers.

## **7. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure, which can be found on the school website, 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
- Curriculum policy
- Complaints policy

## **9. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to pupils are monitored by Karen Lonsdale.

This policy will be reviewed by Karen Lonsdale annually.

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