
INVICTUS

Education Trust



Pedmore
High School

Aspire, Persevere, Succeed

Provider Access Policy

Document Control and Version Control

DOCUMENT CONTROL	
POLICY TITLE:	Provider Access Policy
POLICY AUTHOR:	DCEO, P. Harris
VERSION NUMBER:	V 1.1
DATE APPROVED:	19.09.2024
DATE EFFECTIVE:	20.09.2024
DATE DUE FOR REVIEW:	August 2025
POLICY STATUS:	Active- Statutory policy
POLICY TYPE:	School specific – based on trust template
REQUIRED TO PUBLISH:	School specific- yes
TRUST LEAD:	DCEO
APPROVAL LEVEL (TEMPLATE):	Trust Board
APPROVAL LEVEL (BESPOKE):	Local Academy Committee

VERSION CONTROL			
VERSION	AUTHOR	DATE	CHANGES
1.1	Phillipa Harris and Rachel Tyson	September 2024	No changes to content.

Contents

1. Aims.....	4
2. Statutory requirements.....	4
3. Student entitlement.....	5
4. Management of provider access requests	5
5. Previous providers	7
6. Pupil destinations.....	7
7. Complaints.....	7
8. Links to other policies	7
9. Monitoring arrangements	7

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 11 (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 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.

2.1 The 6 encounters schools must offer to all pupils in Years 8 to 11

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

This requirement will be fulfilled when providers are booked in and evaluated following each encounter.

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.

3. Student entitlement

All students in Years 8 to 11 at Pedmore High School 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 Rachel Tyson (Assistant Headteacher)

Telephone: 01384686711

Email: rtyson@pedmorehighschool.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	Stereotyping assembly (DWP) Employer Expectations assembly (DWP) Apprenticeships assembly Future Thinking Project (Aspire to HE)	Wolverhampton University campus visit (Aspire to HE) Careers Fair - employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	TBC
YEAR 9	CV session (DWP)	LMI / GCSE options assembly (DWP) Key Stage 4 options event Options assembly (Halesowen College) Careers Fair - employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	No encounters – encounters must have taken place by 28 February

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	Work experience assembly (DWP) Life Skills – work experience preparation sessions and CV writing Assembly and tutor group opportunities - employability skills	CV sessions (DWP) Careers Fair - employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement Work experience (5-day placement)	Apprenticeships assembly (DWP) Mock interviews (Halesowen College)
YEAR 11	Mock interviews (Halesowen College) Post-16 provider open evenings Post-16 Choices assembly (DWP) Meetings with careers advisers (Connexions) Post-16 applications Exams Made Easy revision sessions Creative and Digital Sector careers assembly (Kidderminster College)	Post-16 interviews Apprenticeships – support with applications Thinking About Your Future session (DWP) My Future My Potential event (Dudley Careers) Careers Fair - employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

Please speak to Miss Tyson (Assistant Head Teacher) to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Careers sessions timetabled during lesson time

Assembly slots 8.45-9.10am

PSHE curriculum time Wednesday lesson 1 9.10-10.00am

Careers Fair Thursday 13/03/25 > Year groups will visit throughout the day during lesson time and be given the opportunity to visit after school with their parents / carers 3.15-4.00pm

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

- Providers will have access to classrooms/assembly halls with suitable audio and visual
- Facilities to be requested when encounters are booked, with Lisa Atkinson (F&O) to confirm any requests
- Providers can leave prospectuses or other material for students to read

5. Previous providers

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

Providers who have been invited into The Pedmore High School to date include:

Invictus 6th Form, Nova Training, Juniper Training, ASK Apprenticeships, Work Pays, Halesowen College, Dudley College, Newman University, Wolverhampton University, LEMA Engineering, Aston University, Invictus 6th Form, Dudley Sixth, Dudley College, Halesowen College and Sandwell College

Destinations of previous Year 11 pupils from Pedmore High School include:

Invictus 6th Form, Dudley Sixth, Dudley College, Halesowen College, Sandwell College, Kind Edwards VI College, Windsor High School and Sixth Form, Haybridge Sixth Form, Bishop Milner Sixth Form

6. Pupil destinations

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

- Dudley College
- Halesowen College
- King Edwards VI College
- OldSwinford Hospital 6th Form
- Invictus 6th Form
- A range of other colleges and apprenticeship providers

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure <https://www.pedmorehighschool.uk/policies-statements-guidance> or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies:

- Safeguarding/child protection policy:
https://www.pedmorehighschool.uk/_files/ugd/5d2df1_56bc50962e7e4ff7882562f75067a8b3.pdf
- Careers guidance policy:
https://www.pedmorehighschool.uk/_files/ugd/5d2df1_35b81a533a624611acfd098fae26bde2.pdf

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Rachel Tyson (Assistant Head Teacher)

This policy will be reviewed by the Deputy CEO, P. Harris annually.

At every review, the policy will be approved at Executive level by the Trust Board