



Hollingworth
Learning Trust

A Hollingworth Learning Trust Academy

NEWHOUSE ACADEMY

Provider Access Policy

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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 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 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 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

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 will work with local Higher Education and Further Education establishments, Training Providers, Businesses, Employers and Careers Advice services to develop opportunities for encounters both in school and through external visits to meet the above requirements.

A schedule showing opportunities for access is shown below in section 4.2

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.

We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

This resource is underpinned by the following guiding principles:

Start early

- Implement a progressive programme that broadens horizons, and scaffolds development of the knowledge and understanding required for students to identify their best next steps, from when students join us

Be informed by trends and success

- Use destination data and LMI to identify any gaps and implement appropriate intervention
- Use relevant destinations data and LMI to inform continuous improvement
- Harness employer and alumni voice through multi-Benchmark approaches where young people can be supported to understand learning opportunities through encounters and experiences of the workplace

True advocacy

- Grow our expertise in all career pathways and opportunities for young people
- Become an expert in the latest vocational and technical opportunities for our young people

Challenge misconception and assumptions head on

- Consider all stakeholders and their knowledge, understanding and potential misconceptions

Equity of access to information and understanding

- All pathways for all young people
- Provide equality of access to information and understanding

Meaningful live online engagement is also an option at our academy.

Encounters will be supported by engaging the students in preparatory work before the event and followed up with evaluations afterwards.

3. Student entitlement

All students in years 8 to 13 at Newhouse 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 (see section 4.2 below)
- 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:

Iain Baird, CEIAG lead
01706 369436
BairdI@newhouseacademy.co.uk

Louise Jamieson, Careers Administrator
jamiesonl@newhouseacademy.co.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into the academy to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Year 7 PSHE - Careers	Year 7 Families Evening – March Future Foundations Careers Fair – Jan (Access for Year 7 if resources allow at the time) National Careers Week and National Apprenticeship Week – Virtual Employer Talks through Meet Your Future (GMCA)	
Year 8	Year 8 PSHE – Careers Post-16 Introduction Assembly – (What do	Future Foundations Careers Fair – Jan	Technical/vocational tasters at local college/s, training providers (To be confirmed – currently

	Autumn Term	Spring Term	Summer Term
	you do when you leave school? An introduction to college courses, apprenticeships, jobs and training and progression)	Year 8 Families Evening – Feb National Careers Week and National Apprenticeship Week – Virtual Employer Talks through Meet Your Future (GMCA)	working with Bury College to develop)
Year 9	Year 9 Families Evening – Oct Year 9 PSHE Careers	KS4 Pathways Evening – Jan Future Foundations Careers Fair – Jan Key Stage 4 Options Assembly – (How do subjects link to careers and possible pathways?) National Careers Week and National Apprenticeship Week – Virtual Employer Talks through Meet Your Future (GMCA)	Year 9 PSHE Careers No encounters – encounters must have taken place by 28 February
Year 10		Future Foundations Careers Fair - Jan Mock Interviews – Feb National Careers Week and National Apprenticeship Week – Virtual Employer Talks through Meet Your Future (GMCA)	Year 10 Families Evening – May Year 10 PSHE Careers – June Post-16 Technical Education Options Assembly with General Further Education College Technical/vocational tasters at local college/s, training providers Work experience preparation sessions Work experience
Year 11	Yr 11 PSHE Careers	Future Foundations Careers Fair – Jan (Access	

	Autumn Term	Spring Term	Summer Term
	Yr 11 Post-16 Assemblies Yr 11 After school college application support sessions Year 11-Families Evening –Dec Yr 11 Families Pathways Evening	for Year 7 if resources allow at the time) Yr 11 Apprenticeship assemblies Yr 11 After school apprenticeship application support sessions	No encounters – encounters must have taken place by 28 February
	<p>After school sessions available by request.</p> <p>Morning assembly slots by request.</p> <p>PSHE lessons available by request. PSHE is delivered on a ghost timetable so that the whole school has PSHE at the same time each week, copy available on request.</p> <p>The Academy will engage will special events as arranged by local providers as opportunities arise.</p> <p>Meetings with careers adviser – All year 11 students will have access to a meeting with our Positive Steps adviser. Year 10 and year 9 priority students met during year 11 assessment periods. All students and families may make an appointment by request.</p>		

Please speak to our Careers Lead, Iain Baird or Careers Administrator, Louise Jamieson 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

Requests emailed/arranged in advance of an expected date for the planned session.

- All requests will be given due consideration from the designated Careers Lead
- Provider events are planned in advance with the school's CEIAG team.
- On the whole access to students will be allowed during term time.
- During non- term time access will need to be specifically arranged with
- students, parents and providers accordingly with Careers Lead.
- Access can be agreed during assembly time, curriculum time, lunch-time or
- after school.
- We will aim to offer provider access to individual students (if appropriate),

- small groups increasing to whole year groups.

Requests will be refused if:

- They impinge on student's preparation for public or internal exams
- They clash with other planned school events
- The school is unable to provide staff to support the event
- Rooming is unable to be found due to timetabling clashes

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.

Extract from Newhouse Academy Safeguarding Policy page 53

All visitors will be required to verify their identity to the satisfaction of staff.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting.

Visitors should be ready to produce identification.

Visitors are expected to sign in on the touch screen, have their photograph taken and wear a visitor's lanyard displaying photograph and name. Lanyards are either red or yellow. Red identifies that the visitor is not DBS checked and must be accompanied by a member of staff at all times. Yellow lanyard indicates that the organisation sending the professional has provided prior written confirmation that an appropriate level of DBS check has been carried out.

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

School staff are trained that they should politely challenge any unaccompanied adults who they encounter inside the school building/ grounds, to ascertain the reason for their visit and if appropriate, accompany them to reception.

4.5 Premises and facilities

The school will make the main hall, 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. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception. This material can be distributed to form rooms and be made available to all students during form times, after school and at lunchtimes on request.

5. Previous providers

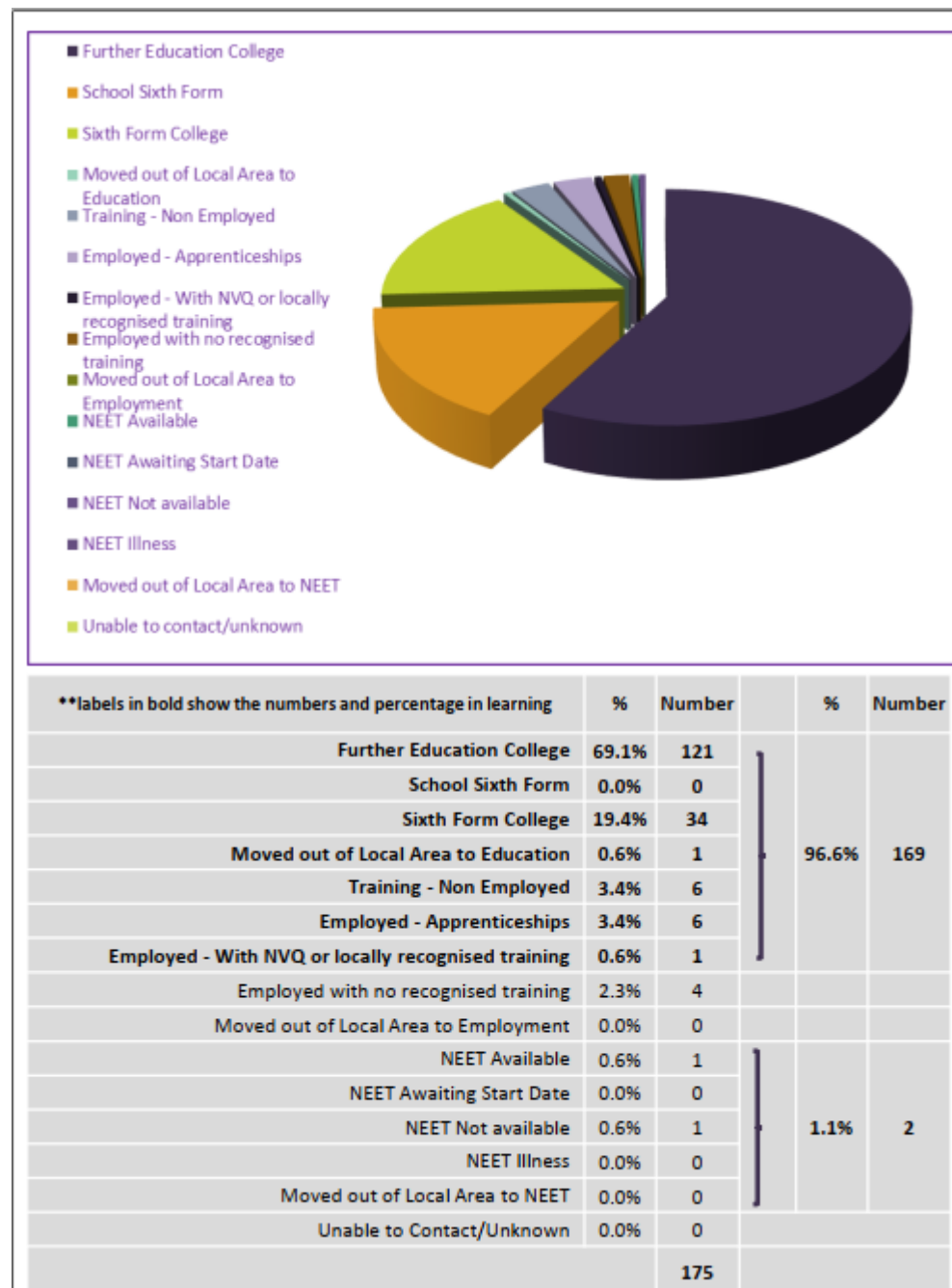
In previous terms/years we have invited the following providers from the local area to

Speak to our pupils:

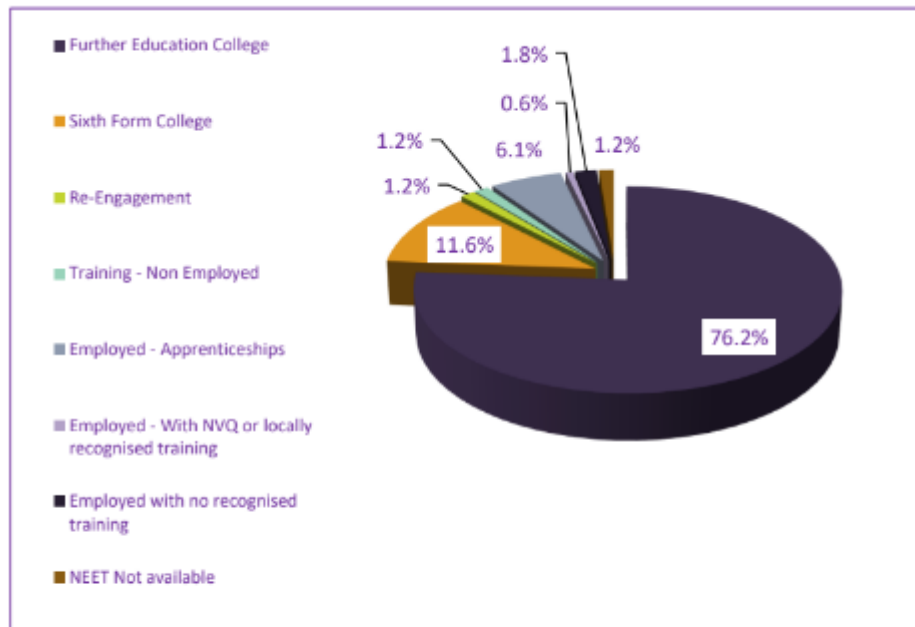
Bury College Hopwood Hall College Rochdale Sixth Form College Oldham College Oldham Sixth Form College The Manchester College Eric Wright Group Growth Company Education and Skills Sky UCLAN Rochdale Training Association Melissa Jane Hair	Sisk Pets at Home Tramwell Crow Group Wilmott Dixon Bellway Homes NHS Myerscough College Valley Vetcare Cohens Pharmacy MMU British Army Royal Air Force OTC Training	Dragon Football Academy Manchester City Football Club Holy Cross Sixth Form Interserve Positive Steps Our Futures GMHigher Ryder and Dutton
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6. Pupil destinations

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



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



(labels shown in bold show the numbers and percentage in learning)			%age	Number	%age	Number
Further Education College	76.2%	125	}	97.0%	159	
School Sixth Form	0.0%	0				
Sixth Form College	11.6%	19				
Re-Engagement	1.2%	2				
Training - Non Employed	1.2%	2				
Employed - Apprenticeships	6.1%	10				
Employed - With NVQ or locally recognised training	0.6%	1				
Employed with no recognised training	1.8%	3				
Moved out of Local Area to Employment	0.0%	0				
NEET Available	0.0%	0	}	1.2%	2	
NEET Awaiting Start Date	0.0%	0				
NEET Not available	1.2%	2				
NEET Illness	0.0%	0				
NEET Declined Support	0.0%	0				
Unable to contact/unknown	0.0%	0				
	100.0%	164				

7. Complaints

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

8. Links to other policies

Links to other policies such as:

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

Can be found here

<https://newhouseacademy.co.uk/policies/>

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Iain Baird, Careers Lead and Alex Derrington, SLT Careers Lead.

This policy will be reviewed annually by Iain Baird, Careers Lead

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