



Careers Education & Guidance Provider Access Policy Statement

A decorative graphic at the bottom of the page consists of several overlapping, wavy bands of color. From top to bottom, the colors are yellow, teal, and dark blue, creating a sense of movement and depth.

Policy Details

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1. Aims

This policy statement aims to set out the arrangements for managing the access of education and training providers to pupils 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.

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils 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. However, it is important to note, that pupils access Raedwald Trust on a short-term and temporary basis only, often through a fractional offer that is co-delivered by the pupil's on-roll mainstream (home) school. Our academy leaders will work collaboratively with home schools to secure provider access as/if appropriate during a pupil's placement. This may involve access within a Raedwald Trust academy or access within the pupil's home school. If access is through the home school, the home school provider access policy will be implemented.

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

Each academy within Raedwald Trust will implement tracking procedures that are monitored by our careers leader and academy leaders to fulfil these requirements, working in collaboration with on-roll mainstream schools.

2.2 Meaningful provider encounters

Each academy 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 across all academies. We 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.

3. Pupil entitlement

- All pupils in years 8 to 11 in Raedwald Trust, and in partnership with home schools, 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

The Raedwald Trust fully supports the statutory requirement for pupils to have direct access to other providers of further education training, technical training and apprenticeships. The Trust will work with home schools to comply with legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done through PSED sessions, parents information evenings, PSHE sessions, National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at the home school or at each Trust school.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact the relevant Academy leader for the pupil:

Academy Name	Academy Leader	Telephone	Email
Albany Academy	Kirsty Osborne	01473 719559	kosborne@raedwaldtrust.org
Alderwood Academy	Tom Baker	01473 725860	tbaker@raedwaldtrust.org
Parkside Academy	Kirsty Osborne	01473 719559	kosborne@raedwaldtrust.org
St. Christopher's Academy	Kate Kingsford	01473 725115	kkingsford@raedwaldtrust.org
Westbridge Academy	Emily Duque	01473 251329	emilyduque@raedwaldtrust.org

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 pupils and/or their parents/carers. Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events.

Pupils may also travel to visit another provider as part of trips organised in partnership with home schools or post-16 providers such as: Suffolk New College, Suffolk One, West Suffolk College and other smaller providers.

Please speak to our academy leaders to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access to pupils will be granted to providers who meet the following criteria:

- Alignment with careers programme: Providers must align their offer with the aims of the Raedwald Trust careers programme, ensuring their contribution supports the Gatsby Benchmarks and provides meaningful career pathways for pupils attending our academies.
- Suitability of content: Providers must demonstrate that their materials and sessions are age-appropriate, relevant and tailored to the needs of our pupils.
- Availability of timetabled opportunities: Access will be granted during timetabled careers lessons, school assemblies and other career-related activities as identified by each academy's leader. Providers may also participate in virtual events or organised trips.
- Compliance with safeguarding requirements: Providers must comply with the Raedwald Trust safeguarding and child protection policy, including completing all necessary visitor checks.
- Capacity and logistical considerations: Access will depend on the availability of space, staff support and the overall fit with the timetable and operational priorities of the academy.

Access may be refused if:

- The provider does not meet safeguarding, content or logistical criteria.
- The proposed session conflicts with other scheduled events or priorities.
- The provider's offer is not relevant or beneficial to the pupil's needs and aspirations.

Requests for access must be made in writing to the relevant academy leader at least 3 weeks in advance. Providers should include details of their intended session, key aims and any resources required.

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

Specific details of the premises or facilities to be provided will be shared with the person who is given access. Each 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 Academy Leader 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 Academy team, who will facilitate.

5. Previous providers

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

- Suffolk New College
- West Suffolk College
- Suffolk One
- WS Training
- YMCA Training

6. Pupil destinations

In previous years, our year 11 pupils moved to a range of providers in the local area after school that included:

- Suffolk New College
- West Suffolk College
- Suffolk One
- WS Training
- YMCA Training

7. Complaints

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

8. Links to other policies

Outline any links to other trust/school policies, such as:

- Safeguarding & Child Protection Policy
- Careers Education Policy
- Curriculum policies
- Complaints Procedure
- Equality, Diversity & Inclusion Policy