

# Provider access policy statement

Learning Community trust

<b>Date</b>	April 2025
<b>Version</b>	1
<b>Circulation</b>	Public
<b>Owner</b>	CEO
<b>Date approved</b>	June 2025
<b>Approved by</b>	COO
<b>Review date</b>	June 2026
<b>Status</b>	Public

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## Purpose and scope

This policy applies to all secondary and special academies of the Learning Community Trust. Our Primary approach is detailed within individual academy policies.

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
- For students in specialist settings, or students in our mainstream academies who have complex needs, responsible staff will work with providers to ensure appropriate, meaningful provider access that does not discriminate or breach the equalities act.

## 2. Statutory requirements

LCT academies 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.

Our academies 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).

LCT academies 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 academies.

### 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.

LCT academies 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

## 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.

- (Refer to making it meaningful checklist to gain additional clarification and support: [Making it Meaningful: Benchmark 7 | CEC Resource Directory](#))

All LCT academies will accept live online encounters as part of the programme but should consider a balanced approach.

## 3. Pupil entitlement

All pupils in years 8 to 13 in the Learning Community 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, 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

The process for providers to follow to ensure effective communication with LCT academies:

- Review the careers section of the academy's website
- Email specific member of staff identified as the careers lead (cc central admin email address)

### 4.2 Opportunities for access

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

The table below outline examples of how LCT academies may provide opportunities for training and education providers to speak to pupils and or/their parents. All academies have the freedom within their own academic calendar to adjust and amend the table below to meet their needs and the specific provider requirements.

	autumn term	spring term	summer term
Year 8	Event for university technical colleges (UTCs)	Employer event for pupils and parents/carers – market stall event giving overview of local, regional and national opportunities and skills requirements	Careers workshop Technical/vocational tasters at local college/s, training providers
Year 9	Assembly and tutor group opportunities – employability skills Meeting with careers adviser	Key Stage 4 options event	<b>No encounters – encounters must have taken place by 28 February</b>
Year 10	Post-16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions Assembly and tutor group opportunities – employability skills	Networking event with providers and employers Technical/vocational tasters at local college/s, training providers	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers
Year 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications	Post-16 interviews Apprenticeships – support with applications	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils
Year 12**	Higher education (HE) fair Post-18 assembly – apprenticeships	Small group sessions: future education, training and employment options Meetings with careers adviser	Technical/vocational tasters at local college/s, training providers
Year 13**	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications	Meetings with careers adviser Assembly and small group opportunities – employability skills	<b>No encounters – encounters must have taken place by 28 February</b> Confirmation of post-18 education and training destinations for all pupils

\*\* LCT currently has no post 16 provision

### 4.3 Granting and refusing access

LCT pupils will be able to always access opportunities, without restriction and barriers. Curriculum structured career lessons, assemblies and career events will be provided by the academy which all pupils will attend as part of the specific programme for their year group.

Pupils with a specific interest in a career path will be provided with time during the academy day to independently visit providers.

Pupils with SEND needs will be supported in line with their EHCP and any additional plans/requirements

#### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the academy'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**

All LCT academies must provide appropriate facilities to enable the effective delivery from providers. Each academy may choose to use the following:

- Classrooms
- Main hall
- Hire an external venue

Providers on agreement to present must state the type of venue that is required, any specialist equipment and support they may require.

LCT academies require to see any presentation and written materials a minimum of 7 days before the presentation.

### **5. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure found on the individual academy's website

### **6. Links to other policies**

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

### **Monitoring and review**

The Trust's CEO will monitor the implementation of this policy, including making sure that it is updated to reflect the needs and circumstances of the trust and the academies.