



E-ACT Montpelier  
High School



# Provider Access Policy Statement

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## Document provenance

This policy was approved by Trustees as follows –

Approver: Education Committee

Date of Approval: December 2023

Executive Leadership Team (ELT) Owner:

Date of Review: December 2024

National Director of Secondary

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

## Purpose of this policy

This policy sets our Trust-wide statement to ensure that each secondary academy provides Year 8 to Year 13 students with their entitlement to hear from a range of education and training providers about approved technical education qualifications and apprenticeships.

Each academy will use this overarching policy statement to set out how external providers can work with our academies to have access to talk to and work with our Year 8 to Year 13 students. Each E-ACT secondary academy will publish their respective Provider Access Request access statements so that external providers know who to contact and how to work with our academies.

The information in this document supersedes the provider access statement and number of meaningful encounters in our current careers guidance.

## **Provider Access Statement**

High quality career advice and guidance is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the different routes into jobs and careers.

Promoting all pathways to young people is an essential element of impartial careers advice to give young people the best chance of choosing a pathway that is right for them.

As the number of apprenticeships and technical education opportunities increases each year, it is important that all young people have a full understanding of all the options available to them so that they can be supported into suitable and rewarding employment and further/higher education destinations which they enjoy, and which will contribute to a productive and successful economy.

### **1. Introduction and purpose**

1.1. The provider access legislation introduced in January 2023 requires all maintained schools and academies to publish a policy statement setting out opportunities for providers of technical education and apprenticeships to access year 8-13 students, and to make sure the statement is followed.

1.2. This policy statement sets out the Trust's position in meeting our statutory duty and guides each academy in establishing their arrangements for managing access of providers to students for the purposes of giving them information about the provider's education or training offer.

1.3. The policy statement includes:

- an explanation of how the academy will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications (e.g., T-Levels and Higher Technical Qualifications) or apprenticeships, including the times at which access is to be given;
  - any procedural requirements in relation to requests for access e.g., the main point of contact at the academy to whom requests should be directed;
  - grounds for granting and refusing requests for access e.g., details of timetabled careers lessons, assemblies, or careers events which providers may attend; and should include the safeguarding policy; and
  - details of premises or facilities to be provided to a person who is given access e.g., rooms and resources to be made available in support of a provider's visit.
- The policy statement should also include:
- how the academy will work with each visiting provider;
  - a list of providers that have previously been invited into the academy;
  - if the academy accepts live online encounters;
  - destinations of previous students; and
  - information about how a provider can raise a complaint and the procedure that will be followed.

## 2. Scope

2.1. This policy applies to all E-ACT secondary academies and to any provider wishing to request access (See Appendix 1).

## 3. Legislation and regulation

3.1. This policy complies with our legal obligations under Section 42B1 Section 42B and 45A of the Education Act 1997, as amended by The Skills and Post-16 Education Act 2022.

3.2. Each secondary academy will publish on their academy website their Provider Access Request statement so that external providers know who to contact and how to work with our academies. On each academy website this will also be linked to detailed information about the careers' education and guidance programme delivered by each academy for every eligible year group.

## 4. Pupil entitlement

4.1. E-ACT secondary academies must ensure that there is provision for different providers of approved technical education qualifications and apprenticeships to visit the academy and talk to all students in Years 8 to Year 13. We want E-ACT students to understand and learn about the many different qualifications and training courses available to them in pursuing a wide range of career routes and options for their future training and education needs.

4.2. The academies will provide appropriate advice and guidance for career pathways for those with students with SEND.

4.3. Academies will ensure access to at least six encounters:

- **Two encounters for students during the 'first key phase' (year 8 or 9) that are mandatory for all students to attend**
- **Two encounters for students during the 'second key phase' (year 10 or 11) that are mandatory for all students to attend**
- **Two encounters for students during the 'third key phase' (year 12 or 13) that are mandatory for the academy to put on but optional for students to attend**

**This will give students the opportunity:**

- To find out about technical education qualifications and apprenticeships opportunities, as part of a career education programme, providing information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options evenings,

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2017/19/section/2>

talks, workshops, assemblies, group discussions and taster events.

- To understand how to make applications for the full range of academic and technical courses.

4.3 All six encounters will happen for a reasonable period of time during the standard academy day.

4.4 Provider encounters that take place outside of academy hours, for example parents' evenings, will not count towards fulfilment of the legal requirement for six provider encounters, but will provide these complementary experiences for students and their parents.

4.5 Academies will work with providers to provide information to students that, as a minimum, includes:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers,
- information about the careers to which those technical education qualifications or apprenticeships might lead,
- a description of what learning or training with the provider is like,
- responses to questions from the students about the provider or approved technical education qualifications and apprenticeships.

4.6 The Academy websites will also be updated to give details of the encounters, and this will be communicated to parents.

### **Meaningful provider encounters and Management of Provider Access Requests**

4.7 One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the Making it meaningful checklist.

4.8 Previous providers

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

- Vanessa Boyce from ASK Apprenticeships
- Ross Purcell, a School Adviser from the Department of Work and Pensions
- Jake Chatfield from The University of Bath
- Johnny Walker from South Gloucestershire and Stroud College
- Kath Bourne from The University of Bristol

### **Destinations of our students**

Last year our year 11 students moved to range of providers in the local area after academy:

- V6 Sixth-Form
- Bristol Cathedral Choir School

- North Bristol Post-16
- South Gloucestershire and Stroud College
- City of Bristol College
- Boom Satsuma
- St Mary Redcliffe 6<sup>th</sup> Form Centre
- St Brendan's College
- Colston's Collegiate
- Bristol Grammar School
- Bradley Stoke Community College
- Trinity
- Monmouth School
- Bath Dance College
- Weston College
- St Bede's
- QEH
- Cabot Learning Federation

#### **4.9 Management of provider access requests**

A provider wishing to request access should contact Ceri Donovan, Careers Lead at [ceri.donovan@mhs.e-act.org.uk](mailto:ceri.donovan@mhs.e-act.org.uk)

- 4.10 The academy offers the six provider encounters required by law and a number of additional events integrated into the academy careers programme. We will offer providers an opportunity to come into academy to speak to students or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you. The Headteacher and senior leadership team will ensure that using the details set out in Appendix 1 and the academy Provider Access Request statement, that providers understand fully what is required and how to set out their request.
- 4.11 To support Headteachers and senior leaders in the efficient and effective running of the academy, the Trust requests that contact with the academy is made as far ahead as possible, to give time for the academy to consider the access request and plan for a potential visit.
- 4.12 The Trust wishes to encourage as many providers as possible to meet and work with our Year 8 to Year 13 students and annually each academy will schedule events for students and parents, but as much advance notice as possible is very helpful.
- 4.13 In considering requests, Headteachers, senior leaders and leaders for careers education will review:
- How the request supports the programme of planned careers education and guidance for the targeted pupil group and the focus and appropriateness of proposed content including those with SEND;
  - How the timing of the request can be included in the schedule of events for other careers events, assemblies, visits by other providers and employers;

- The timing of the request in relation to mock exams, final exams and moderation days, and other events already scheduled annually;
- Whether this is a return visit to the academy by the provider and the overall quality and impact previous visits had for groups of students;
- Availability of academy staff to support the visit;
- The availability and appropriateness of the academy accommodation to meet the needs of the request.

4.14 If a request cannot be accommodated by the academy, the academy will contact the provider and explain reasons why. If the request is suitable but the timing proposed is not practical within the current programme, then the academy will work with the provider to determine an alternative date.

4.15 Any concerns or complaints should be addressed to the Headteacher via the Academy office. Please access the Complaints Policy via our website for information on how to raise a non-parental complaint.

## **5. Opportunities for access**

5.1. As well as requesting to meet with particular Year 8 to Year 13 groups of students, providers may also wish to attend the specific careers events held at each academy annually.

5.2. These events provide good opportunities for providers to come into the academy to work on the careers programme and support students and parents.

5.3. Each secondary academy will publish an overview of the career's events per term on the academy website (Appendix 2).

## **6. Premises and facilities**

6.1. The academy will make the main hall, classrooms, and as necessary smaller meeting rooms available for discussions between the provider and students, as appropriate to the activity.

6.2. The academy will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed on in advance of the visit with the respective academy leader for careers education and guidance or a member of their team. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

6.3. Visitors to academy buildings will be required to adhere to our safeguarding procedures in the academy.

6.4. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the leaders and careers education team in the academy.

## **7. Responsibilities**

7.1. The following responsibilities apply in relation to this policy:

- National Director of Secondary Education - is accountable for this policy and holding Regional Education Directors to account for ensuring that all secondary academies have published a full and comprehensive Provider Access Request statement;
- Regional Education Directors - responsible for ensuring each academy has in place a published Provider Access Request statement which includes pathways for those with SEND and checking these annually along with the published careers education programme information;
- Headteachers - are accountable in meeting statutory duties to provide a careers education programme for students includes pathways for those with SEND, publishing the Provider Access Request statement each year and ensuring that careers leaders in the academy work with external providers in upholding this policy.
- Academy Careers Leads are responsible for ensuring that all aspects of the career's education guidance are in place and is inclusive.

## **8. Timing and content of provider encounters**

- 8.1 Academies will design and tailor the programme of provider encounters so that, as students progress through academy years 8 to 13, they can build up a clear picture of technical education and apprenticeship opportunities are available to them at different stages. This means taking account of the key stage 4, post-16, and post-18 options that each provider offers when deciding which year group(s) would benefit most from meeting a provider.
- 8.2 Recognising that providers often have multiple qualifications and courses to offer to young people at different ages, the legislation includes flexibility for Academies to arrange meetings with the same provider across more than one 'key phase.' For example, an Academy may invite an FE college to talk to students in the first key phase (year 8 to 9) about key stage 4 options and to talk to students in the second key phase (year 10 to 11) about post-16 options. However, within the same key phase, the academy must always provide encounters with two different providers to meet the legal requirement. This means that an FE college talking to students multiple times across year 10 and 11 (the second key phase) would only count as one mandatory provider encounter under the terms of the legal duty.
- 8.3 The Academy will not do anything which might limit the ability of students to attend Such as it restricts invitations to selected groups of students or hold events outside of normal academy hours.
- 8.4 We will ensure that every provider gets the chance to present meaningfully to students and we will consider carefully the frequency and scale of encounters and work with providers to tailor them to the needs of students.

8.5 Persons acting on behalf of a provider may represent the provider, or accompany the provider, if they are particularly well placed to engage and inform students about the options available. For example, a University Technical College or an apprenticeship provider may ask to bring a key employer with them on a provider visit. We will consider such requests.

8.6 The academy will not require a Disclosure and Barring Service (DBS) check for a visitor who is in the academy for a “one-off” visit. However, head teachers will decide on the appropriate level of supervision for the duration of the visit.

## **9. Parents and Carers**

9.1. Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers. For all events we ask that information be made available to the academy to share with parents and carers to keep them informed and support them to support their child.

## **10. Links with other policies**

10.1 This policy supports and is underpinned by key trust/academy policies including those for Careers, Child Protection, EDI (Equality, Diversity & Inclusion) and SEND (Special Educational Needs and Disabilities).

## **11. Equality, Diversity, and Inclusion**

11.1 Access to other providers is available and promoted to allow all students to access information about different providers of technical education and apprenticeships. E-Act academies are committed to encouraging all students to make decisions about their future based on impartial information.

## **12. Approval and review**

12.1. This policy statement is approved by the Education Committee and then each year the Regional Education Director will review and approve academy Provider Access Request statement and supporting careers education and guidance programme published on the academy website.



## Appendix 1

### Provider Access Request

**Name of E-ACT Academy:** Montpelier High School

**Address:** Cheltenham Road, Bristol, BS6 5RD

**Headteacher:** Vanetta Spence

**Leader for Careers Education and Guidance:** Mike Lewis and Ceri Donovan

**Telephone:** 01179424328      **Email:** [michael.curtis-lewis@mhs.e-act.org.uk](mailto:michael.curtis-lewis@mhs.e-act.org.uk)

[ceri.donovan@mhs.e-act.org.uk](mailto:ceri.donovan@mhs.e-act.org.uk)

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### Provider Access Request

**Name of provider:**

**Main point of contact:**

Please outline below which year group/s you would like to meet with in your request. Set out the aims and content proposed for your visit and any AV requirements.

Please include proposed date and length of session/visit.

Submit this form to the Leader for Careers Education and Guidance as above

## Appendix 2

### Careers programme of events - overview

**Name of E-ACT Academy:** Montpelier High School

**Address:** Cheltenham Road, Bristol, BS6 5RD

**Headteacher:** Vanetta Spence

**Leader for Careers Education and Guidance:** Mike Lewis and Ceri Donovan

**Academic year:** 2024-25

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	Unifrog Careers Plan within the Personal Development curriculum	Unifrog Careers Plan  Careers Day in February	Unifrog Careers Plan
<b>Year 9</b>	Unifrog Careers Plan  Personal Development Days  Careers Day in November	Unifrog Careers Plan  GCSE option presentations  Taster lessons for option subjects	Unifrog Careers Plan
<b>Year 10</b>	Unifrog Careers Plan  Personal Development Day	Unifrog Careers Plan  Personal Development Day	Unifrog Careers Plan  Personal Development Day

	Autumn Term	Spring Term	Summer Term
	Young Enterprise	Young Enterprise  Careers Fair attended Post-16 Providers, Employers and Universities  Work Experience Assembly	Interview Day – External visitors from local businesses  Guest assembly speakers from post-16 providers  Work Experience – WC 30.6.25 for one week
<b>Year 11</b>	Unifrog Careers Plan  Personal Development Day  Post-16 Talks with providers during assemblies	Unifrog Careers Plan  Personal Development Day  Careers Fair attended Post-16 Providers, Employers and Universities  Guest assembly speakers from post-18 providers  One-to-one interviews regarding post-16 plans	

	Autumn Term	Spring Term	Summer Term
<b>Year 12</b>	<p>Unifrog Careers Plan</p> <p>Personal Development Day</p>	<p>Unifrog Careers Plan</p> <p>Personal Development Day</p> <p>Careers Fair attended by university providers and Employers</p> <p>Post-18 Information Evening for parents/carers and students</p>	<p>Unifrog Careers Plan</p> <p>Personal Development Day</p> <p>Interview Day – External visitors from local businesses</p> <p>Work Experience – WC 30.6.25 for one week</p>