



LIFE Education Trust

PROVIDER ACCESS POLICY

Policy	Provider Access Policy
Policy adopted by Trust Board	February 2023
Reported to LGBs for implementation	13.3.23
Implementation Date	13.3.23
Review Date	March 2024
Policy Source	Own source

Relating to Frances Bardsley Academy for Girls



Introduction:

This policy sets out the Academy's arrangements for managing the access of providers to pupils at the Academy for the purpose of giving them information and guidance about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

Statutory requirements:

The school is required to ensure that there is an opportunity for various training and education providers to access students in Key Stage 3 to Key Stage 5, to inform them about the different options available in technical education, qualifications and apprenticeships. This includes two mandatory encounters for students during KS3 and two further encounters for students during KS4. These should take place before key transition points, i.e. before students make their GCSE options choices and before they make their post 16 applications. The school will also provide KS5 students with two additional opportunities, although these will be optional for students to attend.

Student Entitlement

Students in Key Stage 3 to Key Stage 5 are entitled:

- To find out about the full range of technical education qualifications and apprenticeship opportunities, as part of the Careers Programme which provides information on the full range of education and training opportunities available at each transition point
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, through a range of events and encounters
- To understand how to make applications for the full range of academic and technical courses, and apprenticeships

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact **Miss Rebecca Woods, Careers Manager**: Telephone 01708 447368 ext. 216 Email rwoods@fbaok.co.uk

Opportunities for access

A number of events integrated into the school calendar and careers programme will offer providers an opportunity to come in and speak to pupils. Please see appendix 1 for a brief overview. There will be other opportunities throughout the school year on an ad hoc basis. Opportunities may be in-person or delivered in a virtual way, or a blend of both. If appropriate, a copy of a prospectus or any other promotional literature can be left with the Careers Manager to be added to the resources already available for students. Please speak to our named Careers Manager to identify the most appropriate opportunity for you.

Premises and Facilities

The academy will make a suitable venue available for use. This may be a classroom, the Main Hall or Theatre as appropriate to the activity. The use of ICT will also be available; this will be discussed and agreed with the Careers Manager prior to the visit. Safeguarding and health and safety procedures will be discussed prior to and at the time of the event as appropriate. Providers are also welcome to leave a copy of their prospectus or other relevant literature with the Careers Manager, who will distribute the relevant information to students, and will ensure it is available in either the main school library, Sixth Form Centre or in the Wellbeing Centre as appropriate.

Related documents

Trust Careers Education and Guidance Policy
FBA Careers programme
Safeguarding Policy

Appendix 1

Key Stage	Autumn Term	Spring Term	Summer Term
KS3	KS4 Options Evening Assembly opportunities Personal Development Days	Assembly Opportunities National Careers Week National Apprenticeship Week	Assembly opportunities Careers Fair
KS4	Assembly opportunities Work Experience launch	Assembly Opportunities National Careers Week National	Assembly opportunities Careers Fair 16+ day Work Experience
	Parent's evening	Apprenticeship Week Personal Development Days	
KS5	Assembly opportunities K-RACERS sessions	Assembly opportunities K-RACERS Sessions National Careers Week National Apprenticeship Week	Assembly opportunities Careers Fair 18+ week K-RACERS Sessions Work Experience