



Noel-Baker Academy
A L.E.A.D. Academy

Noel-Baker Academy

PROVIDER ACCESS POLICY

Policy/Procedure management log

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Updated by	Dawn Perry

Policy statement on provider access

Noel-Baker Academy Provider Access Policy

1 Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. It is part of a wider strategy for careers at Noel-Baker Academy.

2 Pupil entitlement

All pupils in Years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides 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 events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (Years 8 to 9) and two encounters for pupils during the 'second key phase' (Years 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- explain what career routes those options could lead to.
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider).
- answer questions from pupils.

3 Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the 'making it meaningful checklist' (see appendix 1).

Meaningful online engagement is also an option. At Noel-Baker Academy we are open to providers that are able to provide live online engagement with our pupils.

4 Previous providers

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

Name and address of organisation Address	Activity	Year group and number of pupils involved
UTC Derby, 3 Locomotive Way, Pride Park Derby, DE24 8PU EMA training , Progress House, 4 Siddals Road, Derby, DE1 2PW Derby College, Derby – various locations Juniper Training, Office 1-5 Ground Floor, Prosperity House, Gower Street, Derby DE1 1SB	Assembly and small group work	Year 11 Students
Derby Police Force , St Mary's Wharf, Derby, Armed Forces Education team.	Work shops and presentations	Year 10 Students
Get Into Apprenticeships – NHS, Rolls Royce, Army, Balfour Beatty, Raynesway, Derby, DE21 7BG	Workshops Presentation and question session	Year 9 Students
BAE, RAF Stem Roadshow.	Interactive Presentation	Year 8 Students

5 Destinations of our pupils

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

Name and address of organisation Address	Pupils attending number	%	Type of sustained education
Derby College (Joseph Wright, Broomfield, Roundhouse)	108	77	A-levels, T-levels, Technical and Vocational
Sixth forms including Allestree, Chellaston, Littleover and Landau and UTC Pride Park	9	6	A-levels
Derby Skillbuild	2	1.4	Vocational
Juniper Training	4	2.8	Vocational
Colleges (Burton, Loughborough, Nottingham and Confetti)	1	0.7	A-levels, T-levels, Technical and Vocational
Apprenticeships (White Rose, Toyota, Mickelover Sports, AW Repairs, Quornmill)	9	6	Apprenticeships
McDonalds / Army	2	1.4	Employment

6 Management of provider access requests

6.1 Procedure

A provider wishing to request access should contact:

Name	Dawn Perry
Job Title	Associate Assistant Head teacher
Telephone	01332 572026
Email	enquiries@noelbakeracademy.co.uk

Any provider requesting access must provide the information outlined on the provider access request form provided (Appendix 1) to the academy's careers lead at least one month prior to any request for access being accepted. Requests with less time would be considered but may be unsuccessful.

When considering each provider's access request,

- The headteacher will nominate a member of the senior leadership team who is responsible for the oversight of the vetting of providers and the maintenance of an accurate and comprehensive record of providers (Appendix 3).
- Prior to any proposed event, providers will be asked to provide the academy with the names of speakers who will be representing them. Failure to disclose this information may result in the event not being progressed.
- The nominated senior leader will task a member of staff to complete a vetting and due diligence check to ensure that speakers are not controversial as well as any necessary safeguarding checks.
- Details of speakers representing providers will be recorded on the record of providers (Appendix 3) to show that the visit has been agreed to by the nominated senior leader.
- The nominated senior leader will ensure that for representatives of these providers, staff at the academy take a photocopy of any identification.
- The member of staff tasked with completing the vetting and due diligence check will complete part of the external speakers vetting and due diligence report (Appendix 2) recording the personal details of the speaker (name, provider they represent etc.), the open-source checks that have been completed, and the outcome of both the vetting and due diligence checks.
- The senior leader will make a final decision to progress the provider and/or speaker based on the recommendation given by the member of staff and information submitted by the provider.
- Once the checks have been completed, the nominated senior leader will task a member of staff at the academy with updating the record of providers (Appendix 3). This record is maintained throughout the year and not completed retrospectively. It may be subject to internal verification.
- Following the completion of vetting and due diligence checks on a provider, the careers lead/member of staff organising the proposed event will be informed by the nominated senior leader of the outcome.
- Providers will be informed by a member of staff at the academy of the decision and if approved, the academy's expectations for their delivery, including the need to ensure that there is no political indoctrination or discourses which would undermine the rule of law, the fundamental British values of democracy and harmony between faiths and cultures and safeguarding responsibilities.
- The vetting and due diligence process will aim to take between 4-6 working weeks following receipt of the provider's initial request and submission of the provider access request form.
- Where provider's requests are declined, the senior leader responsible for this decision will give the provider a brief explanation of the reasons behind why the request has been declined.
- During each academic year the academy will accommodate a maximum number of provider access requested as is deemed reasonable by the headteacher while still adhering to statutory requirements.

7. Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers program.

Noel-Baker Academy will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> Event for Stem Roadshow – BAE, RAF 	<ul style="list-style-type: none"> Careers week – provider visits in January 	
Year 9		<ul style="list-style-type: none"> Careers week – provider visits in January Get into Apprenticeships – local college and local apprenticeship providers attending to give presentations to pupils 	
Year 10	<ul style="list-style-type: none"> Next Steps Event – Presentations by providers 	<ul style="list-style-type: none"> Provider work shops during Careers week – The Police Provider drop down day during Careers week – The Army 	
Year 11	<ul style="list-style-type: none"> Next Steps Event – Presentations by providers Post 16 provider open evenings. Post 16 apprenticeships assembly Meetings with careers adviser Post 16 applications 	<ul style="list-style-type: none"> Post-16 interviews Assemblies continue with different providers 	<ul style="list-style-type: none"> Confirmation of post-16 education and training destinations for all pupils
Year 12 Year 13	Noel-Baker do not currently have a Sixth Form.		

Please speak to our careers leader to identify the most suitable opportunity for you.

8 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The vast majority of rooms are fitted with computers, projectors and digital screens. Computer suites can be arranged with prior notice.

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 career's leader or a member of their team.

Before any visit, the careers leader will work closely with any provider, to make any suitable arrangements for the audience, including any necessary adaptations for those pupils who may have special educational needs and/or disabilities.

9 Live or visual encounters

Meaningful online engagement is also an option, and Noel-Baker Academy is open to providers that can provide live online engagement with our pupils. Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception, which is managed by Dawn Perry and the school librarian. The library is available to all pupils at lunch and break times to access career resources.

10 Information

Following their visit, providers are welcome to leave a copy of their prospectus or other relevant course literature at the library which is managed by the school librarian. The library is open to all pupils at lunch and break times.

11 Management

The careers leader is responsible to the relevant senior leadership team line manager for coordinating all provider access requests in a timely and effective manner.

12 Parents and carers

Where possible, leaders encourage parental involvement. On occasions, parents may be invited to attend particular events to meet with providers so that they can help support their child make choices about their next steps in education, employment and training.

13 Complaints:

Any complaints with regards to provider access can be raised to the headteacher, by following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

14 Monitoring review and evaluation

This policy is monitored and evaluated annually by the senior Leadership Team in accordance with whole school monitoring and evaluation processes.

15 Approval and review

Approved: [date] by Governors at Noel-Baker Academy

Next review: Autumn 2025

Signed: Chair of Governors

Signed: Headteacher

Appendix 1

https://resources.careersandenterprise.co.uk/sites/default/files/2022-11/1540_Make%20it%20meaningful%20checklist_v6%20%28FINAL%29.pdf