



L.E.A.D. Academy Trust
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L.E.A.D. ACADEMY TRUST

Noel-Baker Academy

Provider Access Policy

Policy/Procedure management log

Document name	Provider Access Policy
Date approved	December 2025 Trust approval

	*Please add the date of the AGB approval
Date issued	September 2025
Date of review	September 2026

Policy statement on provider access

~~Noel-Baker Academy~~ [Academy Name]- Provider Access Policy

1 Introduction

High quality careers education and guidance in school or college 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 routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps pupils to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

2 Commitment

The academy is committed to ensuring there is an opportunity for a range of education and training providers to have access to pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships.

The academy is aware of the responsibility to set pupils on the path that will secure the best outcome, enable them to progress in education and work, and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The academy endeavours to ensure that all pupils are aware of all routes to higher skills and can access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting pupils to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

3 Aims

The academy's policy for access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our pupils of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

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- To reduce any drop out from courses and avoid the risk of pupils becoming NEET (Young people not in education, employment or training).

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4 Pupil entitlement

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

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).

~~For pupils in the ‘third key phase’ (Years 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.~~

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These provider encounters will be scheduled during the main academy 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.

The academy expects all pupils to attend each encounter. Encounters are timed to inform pupils’ consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training.

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5 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 4).

Meaningful online engagement is also an option. At the academy we are open to providers that can provide live online engagement with our pupils.

6 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 Derby College, Derby – various locations Juniper Training, Office 1-5 Ground Floor, Prosperity House, Gower Street, Derby DE1 1SB Long Eaton Sixth Form – Thoresby Road, Long Eaton, Nottingham Derby Cathedral Sixth Form – Great Northern Road, Derby DE1 1LR	Assembly and small group work	Year 11 Students
Derby Police Force, St Mary's Wharf, Derby, Armed Forces Education team, Severn Trent – 27 Hucknall Road, Sherwood, Nottingham, NG5 1FG	Work-shops and presentations Apprenticeship talk	Year 10 Students
Derby University – Kedleston Road, Derby BAE, RAF Stem Roadshow Severn Trent – 27 Hucknall Road, Sherwood, Nottingham, NG5 1FG	Presentation and question session Interactive Presentation Interactive presentation	Year 9 Students Year 8 Students Year 7 Students

7 Destinations of our pupils

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

Name and address of organisation Address	Pupils attending		Type of sustained education
	number	%	
Apprenticeship	2	1.42	Apprenticeship
Various	5	3.55	Employment
Colleges – Derby, Burton, Bilborough	118	83.69	Further Education
Chellaston, Landau, Littleover, UTC	10	7.09	Sixth form
NEET or not known	4	2.84	None
Armed forces	1	0.70	Armed forces
KTC Performing Arts	1	0.70	Performing Arts Foundation course

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8 Management of provider access requests

8.1 Procedural Requirements around requests for access

All provider access requests should be directed to the academy's careers lead using the telephone number and/or email address below. Any provider access request will only be approved by the ~~headteacher~~~~head teacher~~~~headteacher~~ once the vetting and due diligence process has been completed.

A provider wishing to request access to the academy should ~~contact~~:

Name	Dawn Perry
Job Title	Associate Assistant Head teacher Headteacher
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~~ ~~{state number of months in words}~~ months prior to any request for access being accepted.

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.

Commented [AM2]: The additions in this section are intended to try and specify how contact should be made

In addition, some detail has been added around how requests will be managed in the academy, such as the timescales for arranging encounters and how many organisations you would normally allow to meet with pupils. This will need to be amended to suit the local context. This has been added so that there is some understanding for providers that not every request will necessarily be accepted.

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- The vetting and due diligence process will aim to take between 4-6 working weeks following receipt of the provider's initial request and 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 requests as is deemed reasonable by the headteacher while still adhering to statutory requirements.

9 Times available for access to providers

Noel-Baker AcademyThe academy will offer providers of technical education or apprenticeships an opportunity to come into the academy to speak to pupils during assemblies, timetabled careers or life lessons, and careers or raising aspirations events that Noel-Baker Academy{academy name} is arranging. Pupils may also travel to visit another provider as part of a trip to be organised in partnership with Noel-Baker Academy.{academy name}/L.E.A.D. Academy Trust}

For the academic Year 2025-26, the times Noel-Baker Academy{academy name} can offer providers of technical education or apprenticeships access to come into the academy to speak to pupils during term time are:

Day	Morning (am)	Activity	Afternoon (pm)	Activity
Monday	9.00 am – 10.50 11.20am – 1.20pm	Work-shops or presentations	2.05 pm – 3.05pm	Work-shops or presentations
Tuesday	9.00 am – 10.50 11.20am – 1.20pm	Work-shops or presentations	2.05 pm – 3.05pm	Work-shops or presentations
Wednesday	9.00 am – 10.50 11.20am – 1.20pm	Work-shops or presentations	2.05 pm – 3.05pm	Work-shops or presentations
Thursday	9.00 am – 10.50 11.20am – 1.20pm	Work-shops or presentations	2.05 pm – 3.05pm	Work-shops or presentations
Friday	9.00 am – 10.50 11.20am – 1.20pm	Work-shops or presentations	2.05 pm – 3.05pm	Work-shops or presentations

10 Meaningful Encounters

The academy ensures that these encounters take place during Year 8 (or between 1 September and 28 February during year 9), at any time during year 10 (or between 1 September and 28 February during year 11). *In addition, there are two encounters that are mandatory for the school to put on, but optional for pupils to attend. These will take place any time during year 12 or between 1 September and 28 February during year 13.*

The encounters required by law are **marked in bold text**. A number of additional events are integrated into the academy's careers programme.

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> Event for Stem Roadshow – BAE RAF-University Technical College 	<ul style="list-style-type: none"> Careers week and provider visits Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement. 	<ul style="list-style-type: none"> Technical/vocational masters at local college's, training providers

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Commented [AM4]: The policy is based on the government guidance. The red text in the table are examples only and will need deleting/amending based on your own events. When completing the table, you will need to make it clear which were the events arranged to meet statutory requirements, particularly the ones which pupils were obliged to attend and which were the additional events offered to enhance provision.

If you are intending to offer more than two events at each stage, it will be important to be clear **which are compulsory and which are optional**. Highlighting has been added to the table below, but there is no legal requirement to offer either the events highlighted in bold or events as described below. The requirement is to have two compulsory events at the first two stages and two optional events at the third which allow pupils to meet providers of technical education and apprenticeships.

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Year 9	<ul style="list-style-type: none"> Meeting with careers adviser 	<ul style="list-style-type: none"> Careers week and provider visits Planned employer work based activities <ul style="list-style-type: none"> KS4 options event – Y college and Z apprenticeship provider attending to give presentations to pupils 	<ul style="list-style-type: none"> No encounters – legislation requires encounters to take place by 28 February if in year 9
Year 10	<ul style="list-style-type: none"> Next Steps Event – presentations by providers Post-16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions 	<ul style="list-style-type: none"> Careers week and provider events Provider drop down day Technical/vocational tasters at local college/s; training providers 	<ul style="list-style-type: none"> Technical/vocational tasters at local college/s; training providers
Year 11	<ul style="list-style-type: none"> Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications Next Steps Event – presentations by providers 	<ul style="list-style-type: none"> Post-16 interviews Assemblies continue with different providers 	<ul style="list-style-type: none"> No encounters – legislation requires encounters to take place by 28 February if in Year 11 Confirmation of post-16 education and training destinations for all pupils
Year 12	<ul style="list-style-type: none"> Higher Education fair for a variety of HE providers including local Further Education colleges 	<ul style="list-style-type: none"> Small group sessions: future education, training and employment options Meetings with careers adviser 	<ul style="list-style-type: none"> Technical/vocational tasters at local college/s; training providers
Year 13	<ul style="list-style-type: none"> Post-18 assembly with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications 	<ul style="list-style-type: none"> Meetings with careers adviser 	<ul style="list-style-type: none"> No encounters – legislation requires encounters to take place by 28 February if in year 13 Confirmation of post-18 education and training destinations for all pupils

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Pupils should speak to the careers leader to identify the most suitable opportunities for them.

11 Ground for granting or refusing requests for access

At the academy, our grounds for granting or refusing a provider access request will be based around a combination of factors. These include:

- The academy's vetting process
- Reputability of the provider requesting access and/or any other providers who form part of the educational organisation.
- The needs and aspiration of the pupils attending the event(s)
- Safeguarding duty
- The academy environment and compatibility with the educational environment

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12 Premises and facilities

The academy 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 academy 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 careers 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.

Providers will be met and supervised by a member of the Academy staff or the Careers' Leader ~~{Careers Team/Academy's Staff}~~ who will facilitate the encounter.

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13 Live or visual encounters

Meaningful online engagement is also an option, and the academy is open to providers that can provide live online engagement with our pupils.

14 Information

Following their visit, providers are welcome to leave a copy of their prospectus or other relevant course literature at the library ~~{careers resource centre or equivalent}~~, which is managed by the librarian ~~{librarian or equivalent}~~. The library ~~{careers resource centre or equivalent}~~ is available to all pupils at lunch and break times.

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15 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.

16 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.

17 Complaints:

If anyone has a complaint about the academy not complying with these duties or considers that the academy has not complied with its legal duties and the statutory guidance on Careers Guidance and access for education and training providers, this should be resolved locally using the academy's complaints policy.

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Complainants should lodge their complaints or objections initially to the head teacher ~~headteacher's~~ PA; Debbie Broadhurst; debbiebroadhurst@noelbakeracademy.co.uk ~~{INSERT Name responsible}~~,

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~~email: INSERT Email of person responsible]. [INSERT Name responsible] who~~ will also raise the complaint with the headteacher ~~– Mr P Greenough [INSERT Headteacher]~~ of the academy.

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18 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.

APPENDIX 1

Provider access request form



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Please use this form to submit your provider access request to the academy:

Please try to provide as much notice as possible in the case of date sensitive events, visits, etc.

Once completed, email the form to [\[insert email address of the careers lead\]](mailto:dawnperry@noelbakeracademy.co.uk) dawnperry@noelbakeracademy.co.uk and a member of academy staff will be in touch.

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Name and address of your organisation	
Telephone number of your organisation	
Your name and job title	
Your email address	
Date of form submission	
Date of proposed event	

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Give a brief outline of your organisation below (bullet points will suffice)

What and why

Give details of your event

Include any specific reasons for the activity taking place, the type of qualification(s) or apprenticeships you intend to speak about etc.

Include information about the careers to which those technical education qualifications or apprenticeships might lead.

Include a description of what learning or training with the provider is like as well as your provider's academic success rates for the last 3-years.

Who

Include names and year groups of any pupils you want to speak with and names and titles of any specific staff.

When and where	
<p>Include details of when the activity will happen.</p> <p>Include details of where the activity will happen if not within the academy.</p>	
Details of any other organisation(s) involved (if applicable)	

For help in completing this form or for advice on whether will be accepted, please telephone the academy directly on [01332 572026](tel:01332 572026)~~{insert academy telephone number}~~

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Please note: The academy does not allow any form of provider photography during provider access events.

APPENDIX 2

External speakers vetting and due diligence report.

Vetting and Due Diligence Report



PERSONAL DETAILS	
Name of individual	

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Previous name (e.g., maiden name)	<input type="text"/>		
Current occupation	<input type="text"/>		
Previous occupation(s)	<input type="text"/>		
SOURCE CHECKS			
Google www.google.co.uk	<input type="checkbox"/>	Other (following Google or other links)	
www.deeperweb.com	<input type="checkbox"/>	Newspaper articles	<input type="checkbox"/>
Previous employers' website(s)	<input type="checkbox"/>	Websites and blogs	<input type="checkbox"/>
Companies House records https://beta.companieshouse.gov.uk	<input type="checkbox"/>	Pamphlets, newsletters etc.	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	YouTube www.youtube.com	<input type="checkbox"/>
LinkedIn www.linkedin.com	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
*X https://x.com/	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
http://snapbird.org (*)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
CONCERNS			
<ul style="list-style-type: none"> <input type="checkbox"/> <input type="text"/> 			
RECOMMENDATION			
Low risk - proceed	<input type="checkbox"/>		
Minor risk - areas of concern to be explored with the individual	<input type="checkbox"/>		
High risk - individual should not be progressed	<input type="checkbox"/>		
Checks completed by	<input type="text"/>	Date completed	<input type="text"/>
ASSESSMENT OF RISK (to be completed by SLT)			
<i>Having considered the emerging evidence, please indicate the final decision to progress. Where minor risks have been identified, please explore with the individual and record outcomes below.</i>			
<input type="text"/>			
Signed	<input type="text"/>	Date	<input type="text"/>

(*) Login with 'X' account and authorise this app (it will not post to your feed). Allows search beyond 10-day limit.

GOOGLE SEARCH TIPS

1. **“ ” Quotation marks** ask Google to limit searches to exact terms. Use “+” to include 2 or more search terms.
2. Use www.google.com/me to include removed articles from Europe.
3. *** Wildcard**. Use when a broad search of a variety of spellings is required – i.e. Amy, Ami, Amiee
4. **Time Frames**. When searching for documents within a certain timeframe separate dates with .. to limit your search. e.g. “education primary school2 2011..2013

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5. **Filetype.** Use this when limiting search results to specific file types e.g. “education primary school” Ofsted reports filetype:pdf
6. **Site.** Use this operator when limiting a search to results from a specific website. e.g. “education primary school” site:bbc.co.uk/news
7. **Removing irrelevant results.** Use a dash (-) before a term to remove that reference from search results to reduce the number of irrelevant search results. e.g. “education primary school” –rabbits-fireworks-“one direction”
8. Select – view a 100 per page to make easier.
9. Remove safe search options – unfiltered results.
10. Try a different search engine to see if different results come up.

APPENDIX 3 Record of providers

See attached proforma.

APPENDIX 4 Meaningful provider encounters

[Make it meaningful](#)

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