

# Model policy

## > Make this policy your own!

1. Insert your school name and logo where indicated on the next page
2. Read through the document and make changes as instructed in [...] or yellow highlight. Delete the instructions as you go. **Note:** you don't need to edit the contents list directly (see step 4)
3. When you have finalised your document, make a note of step 4 below and then delete this cover page. (Right-click on the blue border above this text and select 'Cut')
4. Refresh the contents list so that the page numbers are correct. (Right-click anywhere on the contents list, click on 'Update field', then select 'Update entire table' and 'OK')
5. Save the document as normal

## > Important:

All our policies take account of relevant requirements and good practice but are designed for you to adapt to suit your context.

**Academies, including free schools:** please ensure, where applicable, that your adapted policy meets any relevant conditions in your funding agreement/articles of association, as these can vary.

To keep things simple we use the term '**school**'\* as standard to mean the educational establishment that is adopting this policy.

Similarly, we use '**governing board**' and '**governor**'\* to mean the accountable body for the school and the representatives on that body.

You are welcome to change these references to suit your context. In all cases you should ensure that roles and responsibilities meet requirements.

*\*Except in policies that apply only to academies, for example, or when explaining requirements for specific school types.*

Approved  
by **forbessolicitors.**

### Complete policy support from The Key:

- ✓ Model policies
- ✓ Policy checklists
- ✓ Real-life examples from schools, trusts, LAs and others
- ✓ Expert guidance on writing and reviewing your policies

**School leaders:** [thekeysupport.com/sl-policybank](https://thekeysupport.com/sl-policybank)  
**Governors:** [thekeysupport.com/gov-policybank](https://thekeysupport.com/gov-policybank)



### Compliance Tracker from The Key

Manage your policies with ease at  
[thekeysupport.com/compliance](https://thekeysupport.com/compliance)

**Compliance Tracker** also covers requirements in safeguarding, data protection, school websites and more – taking the strain out of keeping your school compliant.

# Provider access policy statement

[Insert school name]

Delete and  
replace with  
school logo

Approved by: [Name] Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

## Contents

1. Aims .....	3
2. Statutory requirements .....	3
3. Student entitlement.....	3
4. Management of provider access requests.....	3
5. Links to other policies .....	5
6. Monitoring arrangements.....	5

---

### 1. Aims

This policy statement aims to set out our school's 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

### 2. Statutory requirements

Schools 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.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 8 to 13 at [name of school] 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
- › Understand how to make applications for the full range of academic and technical courses

### 4. Management of provider access requests

#### 4.1 Procedure

Outline the procedures that providers must follow when requesting access to students.

Include the following contact details:

A provider wishing to request access should contact [name], [job title].

Telephone: [telephone number]

Email: [email address]

## 4.2 Opportunities for access

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

In the following table, outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers. We've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Event for university technical colleges (UTCs)		Careers workshop
YEAR 9	Assembly and tutor group opportunities - employability skills	Key Stage 4 options event	
YEAR 10	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers	Work experience preparation sessions Work experience
YEAR 11	Assembly on opportunities at 16 Event for UTCs	Post-16 evening Post-16 taster sessions Apprenticeships – support with applications	
YEAR 12	Higher education (HE) fair Post-18 assembly - apprenticeships		Small group sessions: future education, training and employment options
YEAR 13	HE and higher apprenticeship applications	Assembly and small group opportunities - employability skills	

Please speak to our [role] to identify the most suitable opportunity for you.

## 4.3 Granting and refusing access

Outline when access to students will be granted or refused. You may choose to present this as a bullet list.

## 4.4 Safeguarding

Adapt this section to reflect your safeguarding/child protection policy.

Our safeguarding/child protection policy outlines the school'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

Explain:

- What facilities will be available to enable providers to access students, e.g. rooms, specialist equipment such as audio and visual devices
- The process for organising and agreeing which facilities can be used
- Whether providers can leave prospectuses or other material for students to read

## 5. Links to other policies

Outline any links to other policies you have, such as:

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

## 6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by [name and role].

This policy will be reviewed by [name and role] [frequency e.g. annually (there's no statutory review frequency, but the DfE recommends it be done annually)].

At every review, the policy will be approved by the governing board.