

# Provider Access Policy

Reviewed by: Rachel Lovett	Date: Feb 2023
Approved by: BA LAB	
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## INTRODUCTION

Bedford Academy school policies are designed to support the school and the vision and values it upholds. Bedford Academy places emphasis on the value of the relationships formed with the parents and carers. A working partnership is vital to ensure that students are well supported at our school. Our expectations are outlined in our partnership agreement.

### 1. VISION

**Community minded:** a responsible, thoughtful and independent member of society that takes ownership of their own actions and decisions.

**Driven:** a confident individual that achieves their full potential and works towards success without excuses or compromise.

**Aspirational:** an individual with have high expectations of themselves and others, always aiming to improve, succeed and excel.

### 2. VALUES

There are 6 key themes that make up our code of conduct or shared values for the school. We have called this '**The BA Way**'. This provides all stakeholders with clarity and purpose about what we expect from everyone whilst they are in our school community.

The 6 key themes are:

- Attendance
- Lessons
- Conduct
- Uniform
- Rights and Responsibilities
- Environment

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen. The Headteacher and staff deal with specific complaints as part of their day-to-day management of the school in accordance with the School's Complaints Procedure.

The majority of complaints are handled in an informal manner and are resolved quickly, sensitively and to the satisfaction of the complainant. If the individual is not satisfied with the resolution after an investigation has taken place, the next steps are clearly identified in our policy.

However, there are occasions when complainants behave in an unreasonable manner when raising and/or pursuing concerns. The consequences are that the actions of the complainants begin to impact negatively on the day-to-day running of the school and directly or indirectly

the overall well-being of the children or staff in the school. In these exceptional circumstances the school may take action in accordance with this policy.

### **3. AIMS OF POLICY**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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.

#### **Pupil entitlement**

All pupils in Years 7-13 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;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through personal and career development lessons (PCD), events, visits, assemblies, group discussions and taster events
- understand how and be supported 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' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 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.**

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.

#### **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](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## Destinations of our pupils

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

- Bedford Academy Sixth Form (34%)
- Bedford College (41%)
- Bedford Sixth Form (7%)
- Employment with Training, inc. Apprenticeships (1%)
- Kimberly College (1%)
- 'Other' College or Sixth Form (8%)

Last year our Year 13 pupils moved on to range of providers after school:

- Apprenticeship (2%)
- Employment (12%)
- University (60%)

## Management of provider access requests

A provider wishing to request access should contact Rachel Lovett, Director of Careers  
Telephone: 01234 301500 ext 182; Email: [rlovett@bedfordacademy.co.uk](mailto:rlovett@bedfordacademy.co.uk)

## Opportunities for access

Bedford Academy offers six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 7	<ul style="list-style-type: none"><li>• 'Employers on your doorstep' challenge</li><li>• Weekly tutor time careers-based activities</li></ul>	<ul style="list-style-type: none"><li>• Weekly tutor time careers-based activities</li><li>• PCD learning theme: 'Careers Skills'</li><li>• BA Apprenticeship Showcase Fortnight (4<sup>th</sup> – 15<sup>th</sup> March 2024)</li><li>• Careers Conversations Fortnight (18<sup>th</sup> – 28<sup>th</sup> March)</li></ul>	<ul style="list-style-type: none"><li>• Weekly tutor time careers-based activities</li><li>• PCD learning theme: 'What is a Career'</li><li>• BA STEM Festival</li></ul>
Year 8	<ul style="list-style-type: none"><li>• Weekly tutor time careers-based activities</li></ul>	<ul style="list-style-type: none"><li>• Weekly tutor time careers-based activities</li></ul>	<ul style="list-style-type: none"><li>• BA STEM Festival</li></ul>

		<ul style="list-style-type: none"> <li>• PCD learning theme: 'What does success mean to you' and 'Interview Challenge'</li> <li>• <b>'What can I study at College?' year group talk (with FE college)</b></li> <li>• BA Apprenticeship Showcase Fortnight (4<sup>th</sup> – 15<sup>th</sup> March 2024)</li> <li>• Careers Conversations Fortnight (18<sup>th</sup> – 28<sup>th</sup> March)</li> </ul>	
Year 9	<ul style="list-style-type: none"> <li>• Weekly tutor time careers-based activities</li> <li>• PCD learning theme: 'What is Entrepreneurship?'</li> </ul>	<ul style="list-style-type: none"> <li>• PCD learning themes: 'Pathways and Options' and 'Careers Skills'</li> <li>• <b>BA Apprenticeship Showcase Fortnight (4<sup>th</sup> – 15<sup>th</sup> March 2024) Employer group talks and workshops</b></li> <li>• Careers Conversations Fortnight (18<sup>th</sup> – 28<sup>th</sup> March)</li> </ul>	<ul style="list-style-type: none"> <li>• Bespoke Careers Insight Talks/Workshops/Visits</li> <li>• BA STEM Festival</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• Weekly tutor time careers-based activities</li> <li>• PCD learning theme: 'Finances and Budgeting'</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly tutor time careers-based activities</li> <li>• PCD learning theme: 'Careers Library' and 'Careers Skills'</li> <li>• BA Apprenticeship Showcase Fortnight (4<sup>th</sup> – 15<sup>th</sup> March 2024)</li> <li>• Careers Conversations Fortnight (18<sup>th</sup> – 28<sup>th</sup> March)</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly tutor time careers-based activities</li> <li>• PCD learning theme: 'CV Building and Cover Letters'</li> <li>• Bespoke Careers Insight Talks/Workshops/Visits</li> <li>• <b>Apprenticeship and T Levels Awareness</b></li> </ul>

			<b>presentation (ASK)</b> <ul style="list-style-type: none"> <li>BA STEM Festival</li> <li>Work Experience Week (8<sup>th</sup> – 12<sup>th</sup> July)</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>Weekly tutor time careers-based activities</li> <li>PCD learning theme: 'Careers and Me', 'Pathways and Industry Growth', 'Mock Interviews' and 'Next Steps Action'</li> <li><b>Year 11 'Next Steps' Event (Ask, Local FE College and 6<sup>th</sup> Form)</b></li> <li>Year 11 Mock Interviews</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Weekly tutor time careers-based activities</li> <li>PCD learning theme: 'Careers Library' and 'Careers Skills'</li> <li>Post-16 applications and interviews</li> <li>BA Apprenticeship Showcase Fortnight (4<sup>th</sup> – 15<sup>th</sup> March 2024)</li> <li>Careers Conversations Fortnight (18<sup>th</sup> – 28<sup>th</sup> March)</li> <li>Apprenticeship Application/CV workshops</li> </ul>	<ul style="list-style-type: none"> <li>Weekly tutor time careers-based activities</li> <li>Bespoke Careers Insight Talks/Workshops/Visits</li> </ul>
Year 12	<ul style="list-style-type: none"> <li>University Taster Day</li> <li>Army Careers Workshops</li> <li>Weekly tutor time careers-based activities</li> <li>PCD learning theme: 'Industry Specialisms'</li> <li>Preparation for work experience</li> </ul>	<ul style="list-style-type: none"> <li>Weekly tutor time careers-based activities</li> <li>PCD learning theme: 'Spring Pod Induction', 'Interview Challenge'</li> <li>Preparation for work experience</li> <li><b>Degree Apprenticeship talk (employer-led)</b></li> <li><b>BA Apprenticeship Showcase Fortnight (4<sup>th</sup> – 15<sup>th</sup> March 2024)</b></li> </ul>	<ul style="list-style-type: none"> <li>Weekly tutor time careers-based activities</li> <li>PCD learning theme: 'How can I prepare for the world of work?'</li> <li>BA STEM Festival</li> <li>Work Experience Week (1<sup>st</sup> – 5<sup>th</sup> July)</li> </ul>

		<ul style="list-style-type: none"> <li>• Careers Conversations Fortnight (18<sup>th</sup> – 28<sup>th</sup> March)</li> </ul>	
Year 13	<ul style="list-style-type: none"> <li>• University Taster Day</li> <li>• Weekly tutor time careers-based activities</li> <li>• PCD learning theme: 'Next Steps Support', <b>'Employer Marketplace'</b>, 'Generation Alpha' 'Degree Apprentice Meet and Greet'</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly tutor time careers-based activities</li> <li>• PCD learning theme: 'Careers Skills'</li> <li>• Apprenticeship Application and CV workshop</li> <li>• BA Apprenticeship Showcase Fortnight (4<sup>th</sup> – 15<sup>th</sup> March 2024)</li> <li>• Careers Conversations Fortnight (18<sup>th</sup> – 28<sup>th</sup> March)</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly tutor time careers-based activities</li> </ul>

### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

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 Careers Leader, or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub. The Careers Hub is available to all students at lunch and break times.

**Complaints:** Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).