



Policy/Procedure Name:	Provider Access Policy - Careers		
Policy/Procedure Number:	SMT014		
Date of Approval:	January 2025		
Effective Date:	September 2024		
Revised Date:	November 2024		
Review by Date:	November 2025		
Policy/Procedure Author:	Careers Lead		
Policy/Procedure Owner:	Principal/CEO		
Management Committee Approved By:	SMT		
Governor /Trustee Committee Approved By (where appropriate):	Not applicable		
For Action By:	Careers Lead, Teachers, SPCs		
For Information to:	All staff, students and Parents/Carers		
Approval requested to upload on the Treloar Website:	Yes <input type="checkbox"/> (tick if requested)		
Who is carrying out EIA? <small>(see details of EIA in appendix)</small>	Head of Quality	Date of EIA?	23/1/25

1. Policy/ Procedure Aim

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 The Department of Education, July 2021: "Baker Clause" and the Provider Access Legislation, January 2023.

2. Pupil Entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and supported apprenticeships opportunities (if appropriate for our cohort of students) 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, national providers about the opportunities they offer, including technical education and supported apprenticeship, supported internship – through school events, assemblies and group discussions, transition meetings, Future Fest 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' (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 supported 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. Making it Meaningful: Benchmark 7 | CEC Resource Directory (careersandenterprise.co.uk)

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

4. Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships appropriate to their individual needs. Treloar School is committed to encouraging all students to make decisions about their future based on impartial information.

5. Management of provider access requests

5.1 Procedure

A provider wishing to request access should contact Erin Wills Level 7 qualified Careers Leader, 01420 547400

5.2 Opportunities for access

The school offers the six provider encounters required by law 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.

5.3 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 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of staff who will facilitate.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Room, which is managed by the Careers Leader.

5.4 Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

5.6 Complaints

Any complaints with regards to provider access can be raised following the Treloar's complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

6. Implications of Policy/Procedure

6.1 Training Requirements

- Not applicable

6.2 Communication Requirements

- How will the Policy/procedure be communicated?
 - Sharepoint
- Who will ensure the above communication is carried out?
 - Careers Lead, Progress and Transition Manager
- Do the changes made to this policy/procedure affect any other policies/procedures?
 - None

6.3 Inclusive communications

If you require this document in an alternative format, such as large print, audio description or a colour background, please contact quality@treloar.org.uk

7. Monitoring and Review

- This policy will be reviewed on an annual basis by the Careers Lead and Progress and Transition Manager

8. Links to other related policies, procedures or documents (internal)

- SMT009 Careers Guidance School and College

9. Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

Date	Page/para No.	Brief description of the change(s)	Change made by

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Appendix 1 - Previous providers

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

- Treloar 6th Form
- Treloar College
- HSDC College
- National Star College
- Solent University
- Winchester University
- University for the Creative Arts
- Princes Trust
- Hampshire Careers Hub

Destinations of our pupils

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

- Treloar 6th Form
- Treloar College
- HSDC College
- National Star

Equality Impact Assessment (EIA) - Stage 1

Name of Policy / Function/Decision	Provider Access Policy - Careers				
Name of Assessor / Author /Lead	Jo Cox				
Start Date	23/1/25				
This EIA is being undertaken because it is:	<ul style="list-style-type: none"> A result of a policy revision 				
Screening					
Does the policy affect employees, students or other stakeholder groups? Could the impact be significant to that group of people?					N
Is it a major policy with a significant effect on how our core business is delivered?					N
Does it involve a significant commitment of resources?					N
Does it relate to an area where there are known inequalities (e.g. gender pay gap, hate crime, accessibility of IT)					N
If the answer to any of these questions is 'YES' then continue to complete Equality impact assessment. If you are unsure about the answer to any of these questions please contact EDI Co-ordinator or Head of Quality for further support.					
Has the screening identified the policy as having relevance to the any of the following groups?					
Age	N	Disability	N	Sexual Orientation	N
Race	N	Sex/Gender	N	Religion or Belief	N
Gender Reassignment	N	Pregnancy or Maternity	N	Marriage or civil partnership	N
Have we shown due regard for the 9 protected characteristics within the policy/procedure/decision?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all opportunities to promote equality taken within the policy/procedure/decision?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have we stated how we will monitor the implementation and impact of this policy/decision?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of Screening				23/1/25	
Approval by EDI				Jo Cox	
Refer Policy/Procedure to EDI Co-ordinator for further Stage 2 Assessment (if required)				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>