PARKSIDE COMMUNITY COLLEGE • PART OF UNITED LEARNING

Provider Access Policy Statement

Access for education and training providers to pupils in Years 8–11

Section 42B, Education Act 1997, as amended by the Skills and Post-16 Education Act 2022 (the "Baker Clause")

Approved by	Local Governing Body	**Date approved**	_____
Policy owner	Mark Turner, Careers Leader	**Next review**	November 2027 (annual)
Applies to	Pupils in Years 8–11	**Published**	Parkside Community College website (Careers section)

1 Introduction and purpose

This policy statement sets out Parkside Community College's arrangements for managing the access of education and training providers to pupils, so that they can inform pupils about approved technical education qualifications, apprenticeships and other post-16 routes. It complies with the school's legal obligations under **Section 42B of the Education Act 1997**, as amended by the **Skills and Post-16 Education Act 2022**, and with the Department for Education's statutory guidance, *Careers guidance and access for education and training providers*.

Parkside Community College is an **11–16 academy** and part of United Learning. The statement is published on the school website and forms part of our wider careers programme, which is planned against the Gatsby Benchmarks of good career guidance – in particular Benchmark 7 (encounters with further and higher education).

2 Pupil entitlement

All pupils in Years 8 to 11 at Parkside Community College 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, through options events, assemblies, group discussions, careers fairs and taster events;
- understand how to make applications for the full range of academic and technical courses and apprenticeships, including through the Unifrog careers platform.

3 The six mandatory provider encounters

The law requires schools to provide at least **six encounters** with approved providers of technical education or apprenticeships for pupils in Years 8 to 13. An encounter is one session between pupils and one provider, held during the standard school day, and of a reasonable length so that pupils can engage meaningfully. Parkside will meet these requirements as follows:

Key phase	Number	Window	Attendance	How Parkside delivers it
First key phase Years 8–9	Two	1 September of Year 8 to 28 February of Year 9	**Mandatory** for all pupils	Provider assemblies and workshops linked to Year 9 options; Careers & Character events programme; Future Focus Friday sessions in form time.
Second key phase Years 10–11	Two	1 September of Year 10 to 28 February of Year 11	**Mandatory** for all pupils	Further education college, technical education and apprenticeship provider sessions; careers fair; post-16 information events ahead of applications; links to Year 10 work experience.
Third key phase Years 12–13	Two	1 September of Year 12 to 28 February of Year 13	Optional for pupils; school must provide	**Not applicable at Parkside**: the college has no sixth form. Our leavers receive these encounters at their post-16 provider.

What every encounter must include

- information about the provider and the approved technical education qualifications or apprenticeships it offers;
- information about the careers those qualifications and apprenticeships might lead to;
- a description of what learning or training with the provider is like;
- responses to questions from pupils about the provider, its qualifications or its apprenticeships.

These six encounters are a **minimum**. Parkside welcomes additional opportunities for providers to meet pupils, including live online encounters where they meet the requirements above, as part of a balanced programme alongside face-to-face sessions. Pupils with SEND are supported to take part fully, with reasonable adjustments made in line with their EHC plans and support plans.

4 Access arrangements and opportunities for providers

Providers are welcome to request access through any of the opportunities below. Dates are confirmed each year in the school calendar and the Careers & Character events programme, published in the Careers section of the school website.

Year group	Autumn term	Spring term	Summer term
Year 8	Careers in the curriculum; Future Focus Friday	Provider assembly or workshop (first key phase encounter)	Careers week activities
Year 9	Provider assembly ahead of options	Options evening with provider stands (first key phase encounter, by 28 February)	Apprenticeship and technical routes sessions
Year 10	Provider assemblies and group sessions (second key phase encounter)	Careers fair	Work experience; taster and open-day visits
Year 11	Post-16 information sessions; college open evenings	Provider encounters completed by 28 February; application support	Transition support and results-day guidance

Pupils who are interested in a particular provider or route may also be given time in the school day to attend open events and taster sessions, with the agreement of their Head of Year and parents or carers.

5 Procedure for requesting access

A provider wishing to request access should:

1. Read this statement and the Careers section of the school website, including the current Careers & Character events programme.
2. Contact the Careers Leader, Mark Turner, by email or telephone (see section 9), giving the name of the provider, the year group(s) and type of encounter proposed, preferred dates, the number of staff attending and any equipment needed.
3. Agree a date and format with the Careers Leader. Requests should be made at least **four weeks** before the proposed date wherever possible.
4. Send any presentation, video or printed materials to the Careers Leader at least **seven days** before the visit, so they can be checked against the requirements of an encounter and our safeguarding procedures.
5. Complete visitor safeguarding arrangements (section 7) before arrival.

The Careers Leader will respond to all requests within **ten school days**.

6 Granting and refusing access

Parkside will give providers fair and equal access to pupils, and will not discriminate between providers of academic, technical or apprenticeship routes. A request for access may be refused, or an alternative date offered, where:

- the request clashes with examinations, assessments or other essential curriculum commitments, or there is insufficient notice;
- the proposed content does not meet the requirements of an encounter or is not appropriate for the age group;
- there are safeguarding concerns, or the provider cannot meet the school's visitor and safeguarding requirements;
- the school has insufficient capacity or suitable space on the proposed date;
- the provider is not an education or training provider within the scope of the legislation.

Any refusal will be reasonable, explained to the provider, and recorded by the Careers Leader. Where possible, an alternative opportunity will be offered. The Headteacher has final responsibility for decisions on access.

7 Safeguarding

All visits follow the school's Safeguarding and Child Protection Policy and the current *Keeping children safe in education* statutory guidance. Visitors must sign in at reception, show photographic identification, wear a visitor badge at all times and be accompanied by a member of staff while working with pupils. Providers should confirm in advance that their representatives are suitable to work with young people.

8 Premises and facilities provided to visiting providers

The school will make the following available, depending on the size and type of encounter:

Facility	Details
Venues	Main hall for assemblies and careers fairs; classrooms for group sessions, workshops and discussions; the library or careers area for smaller sessions and one-to-one conversations.
Equipment	Projector or interactive display, screen and sound system; laptop connection; guest Wi-Fi on request; tables for stands and displays at careers events.

Facility	Details
Staff support	A member of staff to host and supervise each session; the Careers Leader as the main point of contact on the day.
Information for pupils	Providers may leave prospectuses and leaflets with the Careers Leader for the careers library and for sharing with pupils through Unifrog.
Access and arrival	Arrival details, parking and accessibility needs to be agreed with the Careers Leader in advance.

9 Contact details

Careers Leader	Mark Turner
School	Parkside Community College, Parkside, Cambridge CB1 1EH
Email	mark.turner@parksidecc.org.uk
Telephone	01223 712 600

10 Complaints, monitoring and review

Any complaint about provider access should be raised first with the Careers Leader and will then follow the school's Complaints Procedure, available on the school website.

The Careers Leader keeps a record of all provider encounters by year group, including participation by disadvantaged pupils and pupils with SEND, and reports on provider access to the Senior Leadership Team and the Local Governing Body. This statement is reviewed annually and updated in line with any changes to legislation or DfE statutory guidance.

Related policies: Careers Education, Information, Advice and Guidance (CEIAG) Policy; Safeguarding and Child Protection Policy; SEND Policy; Visitors Policy; Complaints Procedure.