



Provider access policy statement

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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 provide a minimum of 6 encounters* with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

**ACE operates from Yr 7 to Yr 11 and so the policy encompasses the 4 encounters that are relevant to this age range*

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

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13) *
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

****The third key phase encounters do not apply to ACE as we finish at Yr 11 (2nd phase) and so references to this third phase have been omitted from this policy.***

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

As a secondary age range pupil referral unit, it is important that any external person or organisation coming into ACE has a pre visit meeting so that we can discuss logistics, brief the external visitor as to the nature of our students and achieve clarity as to what they wish to present and what the best student cohort audience would be. This is especially important as many ACE students attend part time and therefore we may need to implement timetable / provision changes in order to facilitate any presentation.

As part of this planning meeting, we would share what they need from ACE and what ACE needs from them and this would include questions such as:

- What is the organisation, what area of business is it involved with and what are the range of jobs within the organisation?
- What training / employment routes do they offer? How are these advertised and what is the application process?
- What opportunities exist within the organisation for advancement and career and personal development?
- What does a typical working day look like?
- What qualities and skills are the organisation most interested in?
- What do 'they' want ACE students to know about their organisation?
- How will we organise feedback both to and from the external visitors?

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils. By meaningful, the encounter should be more than just a presentation which the students passively receive and would include elements such as:

- An introduction into the organisation and what it does and the range of job roles that exist within the organisation
- An introduction to the presenters, their jobs roles and their employment history
- An outline of the employment / training / qualification routes they offer and how these are advertised
- What is the application process for the organisation?
- What careers / personal development opportunities exist within the organisation?
- What are the key skills and attributes that the organisation is looking for in new recruits?
- The opportunity for students to ask questions and explore further the topics covered.
- What employability / life / personal skills do the students need to be focusing on now, to be ready for transition to the world of work and training?

One 'encounter' is defined as one meaningful session between students and a provider / external organisation. The [Making it Meaningful checklist](#) from The Careers & Enterprise Company offers some guidance around what makes a meaningful encounter. An encounter could be virtual provided it keeps an element of interactivity to ensure it is 'meaningful'.

3. Pupil entitlement

All pupils in years 8 to 11 at Avenue Centre for Education 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 education and training providers about the opportunities they offer, including technical education and apprenticeships
- To learn about the local labour market and which industries, jobs and employability skills are currently in demand
- Understand how to make applications for the full range of academic and technical courses, training and employment opportunities
- To receive impartial Careers information, Advice and Guidance from a suitably qualified Careers Advisor

4. Management of provider access requests

4.1 Procedure

As a secondary age range pupil referral unit, it is important that any external person or organisation coming into ACE has a pre visit meeting so that we can discuss logistics, brief the external visitor as to the nature of our students and achieve clarity as to what they wish to present and what the best student cohort audience would be. This is especially important as many ACE students attend part time and therefore, we may need to implement timetable / provision changes in order to facilitate any presentation.

In the first instance, contact should be made with either:

- Careers Lead Louise Earley louise.early@avenuecentre.co.uk
- SLT Careers Link Simon Jump simon.jump@avenuecentre.co.uk

Or contact ACE reception (01582 359370) and ask to speak to Louise or Simon

4.2 Opportunities for access

As a PRU, students join and leave us throughout the year. Many students still attend school part time and all other students are part time between ACE and provisions. Therefore, the Careers program needs to be both flexible and personalised to each student. Unlike mainstream schools, we don't run a set calendar program and would always advise making direct contact with us to discuss your interests and needs, but a basic overview of the career planning year is included below.

Please note, we won't always have students from every year group on roll at any one moment in time and cohort sizes are fluid and change on a weekly basis.

There is a daily coaching slot (Mon-Thur) that runs from 14.15-14.45 where it is relatively easy to bring students together by year group or interest but other times (between 10am and 2pm) can be arranged with advanced notice.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8 ASPIRATIONS AND COMMUNITY	Personal strengths and aspirations	Local community groups and organisations Being a good citizen	Personal Development: organisation and resilience
YEAR 9 FUTURE CHOICES	My progress, My Aspirations: target setting Introducing employability skills	KS4 Options Local Labour Market Information Intro: Routes into Adulthood	<i>Encounters related to the start of KS4, qualification pathways and early introductions to post 16 options</i>
YEAR 10 PATHWAYS INTO ADULTHOOD	Life Skills / Personal Development Employability skills Academic Pathways work experience opportunities (planning for)	Mock Exams Local Labour Market Information: the local economy and opportunities Local post 16 options Careers Advisor meetings	Careers Fair: Employers, Training Providers, colleges Intro to Yr 11: Expectations / timelines for the year ahead Target setting / personal organisation / your skills, key skills Work Experience
YEAR 11 DESTINATIONS AND TRANSITION	Post-16 provider open evenings Post-16 apprenticeships briefings Meetings with careers adviser Post-16 applications	Post-16 interviews Apprenticeships – support with applications College and provider visits and taster sessions	No Encounters Students are sitting exams.

Please speak to our Careers Lead and / or SLT link to identify the most suitable opportunity for you. ACE is keen to engage with as many different Employers and education / training providers as possible in order to

raise our student's knowledge, awareness and aspiration and so we endeavour to be as flexible as possible in granting requests.

4.3 Granting and refusing access

As a general principle, we are keen to seek as many ongoing partnerships and relationships with Employers, Education and Training Providers as possible and so will be flexible in trying to meet access requests.

We are unlikely to accept requests that:

- Are for the first or last week of each half term (depending on the activity)
- That are for weeks that have exams scheduled (these happen throughout the year)
- Are for dates during a week that already has external events booked in (capacity issues)
- For events occurring outside the normal school day (if this is an onsite event)

In the first instance, during the initial conversations, once we have clarity on who the request is from and what it is for, we can then advise as to the most appropriate student cohorts and so dates / times for the access to take place. We will endeavour to be as flexible and accommodating as possible.

4.4 Safeguarding

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. A full copy of the policy can be provided on request but the key elements as relating to a Careers Presentation are:

- Visitors will need to sign in at reception and have credentials with them
- They will need to wear a visitor pass at all times whilst at ACE
- They will be accompanied by a member of ACE staff whilst on site
- They will be briefed as to the Fire / Evacuation / Lockdown protocols
- ACE staff will remain with students

4.5 Premises and facilities

ACE occupies a shared use site and is on split levels and so logistics can be challenging. ACE classes are small (max 8 students) and so we have many smaller rooms but are restricted in terms of larger spaces. Students attend part time between ACE, Schools and Alternative Provisions and are not all present on the same days.

For these reasons it is important that there is a pre-encounter planning meeting (preferably face to face but can be online) so that the logistics of the day can be worked out and agreed. There is WIFI signal and we can provide rooming, standard classroom furniture, interactive screens and laptops if required.

We are happy for external visitors to leave additional materials with us for students to access and can facilitate sharing information with parents and / or our linked schools and alternative provisions if appropriate.

We are also happy to facilitate introductions with our partner schools and provisions.

5. Previous providers

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

- Barnfield, Bedford, West Herts and Central Beds colleges
- Luton Sixth Form
- Luton Borough Council Apprenticeship Services
- London Luton Airport
- Wates, Kier and Morgan Sindall construction
- Active Luton
- Easy Jet
- Mary Seacole Academy
- TCHC Training Provider
- ZSL Whipsnade
- NHS Carers
- Bedfordshire Fire and Police Services
- A range of self-start businesses, entrepreneurs and small businesses

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school. These destinations include:

- Barnfield, West Herts, Bedford and Central Beds colleges
- Luton Sixth Form Centre and Cardinal Newman Sixth Form
- Family businesses for trainee and Apprenticeship routes
- THCH Independent Training Provider

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [\[insert a link to your procedure\]](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

This policy links to the following policies

- [Provider access policy statement](#)
- [Safeguarding and Child Protection Policy](#)
- [Equality Policy](#)
- [Special Educational Needs and Disabilities \(SEND\) Policy](#)
- [Personal, Social, Health and Economic \(PSHE\) Education Policy](#)

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Simon Jump, Deputy Head (Careers Link) and the wider SLT team.

This policy will be reviewed by Simon Jump, Deputy Head on behalf of the ACE SLT team on an annual basis.

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