



TDMS

PROVIDER ACCESS POLICY

DATE POLICY WAS APPROVED	28.01.2024
DATE POLICY WILL BE REVIEWED	SUMMER 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	CAREERS LEAD

Key Definitions

All policies incorporate the following schools or organisations within The Four Stones Multi Academy Trust ('the Trust'):

- Haybridge High School
- King Charles I School
- TDMS (The De Montfort School)
- Haybridge Teaching School Hub
- Haybridge SCITT
- Any other schools or organisations that may join the Trust from time to time as not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

“Executive Team” means the ‘Executive Team and the School Improvement Team as listed on the Trust website.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed trustees who oversee the business of The Four Stones MAT, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” includes appointed members of a local Academy level and support each schools Leadership Teams to implement policies and improvement plan priorities.

“Chair” heads the Board of Trustees or LAB, provides leadership to the Trust’s Executive Team and/or relevant Headteachers and leads the charge on key Board decisions.

“Head of Governance” provides an administrative resource for the Trust and LAB Boards and ensures the smooth running of its functions, processes, and meetings.

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB or Trust members, trade unions, local business leaders etc.

Introduction

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

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.

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 students in years 8 to 13 (see more detail in section 2.1 below).
- 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](#), the [Skills and Post-16 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.

Student Entitlement

Students in Years 6 - 13 are entitled:

- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships. Through virtual events, access to the prospectus, via information updates during assemblies/Morning Meetings/Ethics sessions and group discussions
- To find out about technical education qualifications and apprenticeships opportunities, as part of the careers programme which provides information on the full range of education and training options available at each transition point.
- To understand how to make applications for the full range of academic and technical courses
- To at least six encounters for all our students to help learners understand and take-up wider technical education options such as T-Levels and Higher Technical Qualifications (two in Years 8 and 9, Two in Years 10 and 11 and two in Years 12 and 13).

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 students
- We ensure that each registered student meets with a representative range of education and training providers to whom access is given and that the providers will provide the following set of prescribed information, as a minimum:
- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers;
- Information about the careers to which those technical education qualifications or apprenticeships might lead;
- A description of what the learning or training with the provider is like; (including the opportunity to meet staff and students from the provider) and
- Responses to questions from the students (including our most vulnerable and those with additional learning needs) about the provider or technical education qualifications and apprenticeships.
- Where practical, our registered students will have access to a university technical college.

Meaningful Provider Encounters

Our school is committed to providing meaningful encounters to all students. One encounter is defined as one meeting/sessions between students and one provider.

As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational educational providers, including University Technical Colleges where appropriate, to speak to our students. TDMS will also approach these providers directly when planning and organising key career related events throughout the school year, such as school assemblies, webinars within the curriculum, including live events and careers management events.

Management of Provider Access Requests

Procedure

The school provides an extensive range of activities to ensure that all students have the information needed to make an informed decision about their future.

Providers wishing to request access should contact:

John Hooley (Careers Lead) 01386 442060 or email: jhooley@tdms.worcs.sch.uk

The school provides an extensive range of activities to ensure that all students have the information needed to make an educated decision about their future, any additional requests will be considered.

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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 6	▪ Griffiths Engineering workshop – discovering all the careers available within civil engineering. ▪ Introduction to the world of work assembly	▪ National Careers Week (6-11 March) ▪ Apprenticeship Week ▪ International Women and Science Day – February 11 in Science lessons ▪ University of Gloucestershire presentation – Introduction to university life	▪ Visit to Birmingham University to experience ‘Life at University’ event. ▪ Creative careers – workshops including information about literary and musical careers
YEAR 7	▪ Introduction to the world of work assembly	▪ National Careers Week (6-11 March) ▪ Apprenticeship Week ▪ International Women and Science Day – February 11 in Science lessons ▪ Aviation workshops about careers in aviation ▪ Morgan Stanley workshops about life as a chartered accountant	▪ Ethics lessons focused on community and careers, including understanding of the labour market. ▪ Creative careers – workshops including information about literary and musical careers.
YEAR 8	▪ Dell technologies future careers workshops	▪ Ethics lessons on achieving goals and future careers. ▪ National Careers Week (6-11 March) ▪ Apprenticeship Week	▪ The Big Bang science careers visit ▪ Creative careers – workshops including information about literary and musical careers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	▪ Launch of GCSE options through morning meetings ▪ External speaker from WCG about T-levels ▪ Careers in the Army – workshops highlighting different career opportunities within the armed forces.	▪ Options evening ▪ Ethics lessons on future careers, including employer rights and skills. ▪ National Careers Week (6-11 March) ▪ Apprenticeship Week ▪ Individual careers interviews ahead of Options process for GCSE choices; priority given to RONI, LAC, PP, EHCP and SEND students ▪ Visit to Three Counties Careers Fair ▪ Future Choices Day – giving students taster sessions for new GCSE options courses. ▪ Future choices evening.	▪ Ethics lessons on work life balance as part of healthy lifestyles unit. ▪ Creative careers – workshops including information about literary and musical careers.
YEAR 10	▪ Work experience launch. ▪ Ethics lessons in Autumn 2 on the world of work ▪ Weekly work experience tutor support in morning meeting ▪ KPMG workshops about careers in professional services and how to develop essential skills.	▪ Employers workshops – Army ▪ Worcestershire Skills Show ▪ Work experience support and preparation. ▪ National Careers Week (6-11 March) ▪ Apprenticeship Week ▪ University talk – Birmingham University ▪ Employer talk on employability skills and customer services ▪ Weekly work experience tutor support in morning meeting ▪ Power-Up mentoring	▪ Work experience (23 – 27 June) ▪ Individual careers interviews with Careers' Advisor – priority given to RONI, LAC, PP, EHCP and SEND students ▪ Mock interview with member of local business community ▪ Power-Up mentoring

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	▪ Individual careers interviews with Careers Advisor – priority given to RONI, LAC, PP, EHCP, SEND students ▪ Ethics lessons on next step and future choices, including writing a CV, post 16 options and interview techniques. ▪ Assemblies from FE colleges, Apprenticeships guidance and Sixth Form providers booked in ▪ Employer talk on employability skills and customer services ▪ Employer talk from the Army ▪ Sixth Form taster day ▪ Worcestershire Careers and Apprenticeship Roadshows – promotion of events through social media and morning meetings ▪ NEET support from Worcester County Council – one to one meeting with students at risk of NEET ▪ Worcestershire careers roadshow event for EHCP/SEND students	▪ Assemblies from FE colleges and Sixth Form providers ▪ Individual careers interviews with Careers Advisor ▪ Support with Post-16 options and applications. ▪ Apprenticeship workshop ▪ International Women and Science Day – February 11 in Science lessons ▪ Sixth Form Interviews ▪ University experience ▪ NEET support from Worcester County Council – one to one meeting with students at risk of NEET ▪ Future choices evening and exam support event	▪ NEET support from Worcester County Council – one to one meeting with students at risk of NEET ▪ Support on Exam Results Day
YEAR 12	▪ Oxford University lecture – applying to Russell Group universities. ▪ HWGTA apprenticeship lecture ▪ Lecture on careers in the criminal justice system ▪ Wychavon District Council career opportunities	▪ External provider talks on apprenticeships, T-levels and Btecs. ▪ National Careers Week ▪ Apprenticeship Week ▪ Power Up mentoring ▪ University Campus of Football Business lecture on careers in sport ▪ RAF careers lecture ▪ Careers in the food industry lecture. ▪ Visit to Manchester Met University to experience life at university event. ▪ Visit to Manchester UCAS fair.	▪ University experience ▪ UCAS and personal statement support ▪ Individual careers interviews with Careers Advisor – priority given to LAC, EHCP and SEND students. ▪ Work experience ▪ Mock interview ▪ Power Up mentoring ▪ Mock interview with member of local business community

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	▪ UCAS and personal statement support - Individual careers interviews with Careers Advisor – priority given to LAC, EHCP and SEND students. ▪ HWGTA apprenticeship lecture ▪ Lecture on careers in the criminal justice system ▪ Wychavon District Council career opportunities	▪ Apprenticeship workshop ▪ Individual careers interviews with Careers Advisor – priority given to LAC, EHCP and SEND students. ▪ National Careers Week (6-11 March) ▪ Apprenticeship Week ▪ Visit to NEC What Career LIVE event. ▪ Power Up mentoring ▪ University Campus of Football Business lecture on careers in sport ▪ RAF careers lecture ▪ Careers in the food industry lecture.	Support on Exam Results Day

In addition to the above there are a range of assemblies delivered to all year groups across the academic year related to careers/jobs including those that are STEM related and apprenticeship opportunities. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Granting and Refusing Access

A provider wishing to request access should contact John Hooley, Careers Lead. All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

Telephone: 01386 442060

Email: jhooley@tdms.worcs.sch.uk

The school will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities. The Careers Leader will prepare for each provider visit by notifying students and their parents to consult the provider website for background information, including details of the courses and qualifications that the provider offers.

Please complete this table and copy into an email to the Careers Leader:

Name of the provider requesting access & details of provision	e.g. ,Lakeside College, Further Education College, and Apprenticeship provider for 16– 18-year-old students
Contact name at Provider and contact details	Name and Job title: Email address: Telephone number
Proposed date, time, and length of session	
Number of staff who propose to visit	All visitors will be subject to our safeguarding policy. A DBS check will not be required.
Aims and objectives of session including year group	e.g., Year 10 assembly Post 16 Options including entry requirements, courses available, labour market information & sectors relating to courses, positive destinations on completion of courses.
Please demonstrate which Gatsby Benchmarks relate to the session and how. (link to information re Gatsby Benchmarks) https://www.gatsby.org.uk/education/focus-areas/good-career-guidance	e.g., BM1 After reading Careers Programme support to further enhance this. BM4 linking GCSE subjects to career related learning and future progression routes. BM7 Provide a meaningful encounter of further education
Proposed format, timings and duration of the session including facilities and equipment required	e.g., One hour assembly, theatre, or main hall to accommodate year group. PowerPoint presentation including videos. Questions and answers session for students. Literature to be taken away following assembly.

Support required from TDMS, including staffing	To enable the school to provide appropriate supervision.
---	--

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. The school will make provider visits available to all students in the relevant year group. The Careers Leader will ensure that the level of access will be for a 'reasonable period of time during the standard school day.' The School Day runs from 9.00am until 3.30pm. The school offers a comprehensive careers education programme and is committed to working with other providers to ensure our students can make informed decisions about future choices.

Please speak to our named Careers Leader to identify the most suitable opportunity for you. Once your request has been submitted, the School Careers Leader will respond to you within 10 working days. All requests will be given consideration by the designated Careers Leader and Senior Leadership Team.

Requests will be considered against:

- Clashes with other planned activities or visits
- Interruption to preparation for public or internal examinations
- Availability of school staff, space, and resources to host the session
- All requests will also be considered in line with the Schools' Safeguarding policy.
- TDMS will keep a log of all provider requests for access and the outcomes and record on Compass+ to support delivery and evaluation of the careers programme.

Safeguarding

Our safeguarding/child protection policy (on the school website) 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.

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. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the library or give it to the Careers leader. This information will be made available to students in the library and in the sixth form study room. The library is available to all students at lunch and break times.

Previous Providers

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

- Armed Forces
- University of Gloucestershire
- University of Worcester
- Warwick University
- Coventry University
- Oxford University
- Warwickshire College Group, including Evesham College and Pershore College
- Worcester Sixth Form
- Heart of Worcestershire College
- Royal Marines

Student Destinations

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

- TDMS Sixth Form
- Prince Henrys Sixth Form
- Pershore High Sixth Form
- Stratford College
- Warwickshire College Group
- Chipping Campden Sixth Form
- Worcester Sixth Form College
- Heart of Worcestershire College
- Apprenticeships

- The Army

Destination	2023/24
TDMS Sixth Form	31%
FE College	52%
Other Sixth Form College/School	11%
Apprenticeship / Work-Based Learning	4%
Employment / Labour Market	1%
Moved away / Out of Area	0%
Unemployed / NEET	0%
Not known / Not sustained	1%
Total	100

Last year, our Year 13 students moved to a range of providers after school:

Destination
University of Gloucestershire
University of York
University of Aberystwyth
University of the West of England - Bristol
Birmingham City University
University of Birmingham
University of Leicestershire
Hartpury University
University of Gloucestershire
University of Cardiff
Academy of Contemporary Music - Birmingham
Cardiff Metropolitan University
University of Worcester
University of Warwick
University of Exeter
University College London
University of Durham
Oxford Brookes University

Destination	2023/24
Higher Education	56%
Employment / Labour Market	19%
Training / Apprenticeships	16%
FE College	0%
Gap Year	7%
Not Known	2%
Total	100

Complaints

Any complaints related to provider access can be raised by emailing the school at office@tdms.worcs.sch.uk or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

- All emails will be responded to during working hours and within two working days, dependent upon the level of concern/nature of the concern.
- If an issue cannot be resolved satisfactorily within a two-email exchange (four in total), then a face-to-face meeting in school will be convened.

If you have not had a reply to a letter, telephone call or email within two working days or you feel the matter had not been dealt with appropriately, please contact the Headteacher by writing to her at school, phoning her PA (Laura Thomas) or emailing her at AAllen@tdms.worcs.sch.uk.