



THE  
**THOMAS  
AVELING**  
SCHOOL

**PROVIDER ACCESS POLICY**

REVIEWED: JANUARY 2023  
REVIEW DATE: JANUARY 2025

## **Introduction**

This policy statement sets out The Thomas Aveling School's arrangements for managing the access of post-16 providers to all year groups, to enable students to make fully informed rational education and career pathway decisions.

We believe in building strong relationships with local schools with a sixth form, further education and sixth form colleges, apprenticeship providers, universities and employers. Our careers programme includes a large number of opportunities for external providers to talk to and interact with students and their parents, ensuring they are aware of vocational and technical pathways and opportunities as well as academic ones.

Members of staff are regularly sent information to ensure that they are up-to-date in their knowledge of the full range of post-16 opportunities available to students.

## **Learner Entitlement/statutory requirements**

Learners in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, 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 providers about the opportunities they offer, including technical education and apprenticeships – through (but not exclusively) options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

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.

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.

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

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

The Thomas Aveling School ensures that students access these encounters through inviting local colleges to visit for a talk for years 8, 10 and 12 during Term 1 and through inviting a range of colleges, universities, apprenticeship providers and independent training providers for our careers fair for students in years 9, 11, 12 and 13 during Term 3.



## **Provider Access Requests**

Providers wishing to request access should contact Suzanne Bushell Careers Leader  
Telephone: 01634 844809 or email [careers@thomasaveling.co.uk](mailto:careers@thomasaveling.co.uk)

### **Opportunities for Access:**

All providers are welcome to contact us to discuss how they would like to support and contribute to careers provision for our students. They may like to get involved in activities and events, such as: careers fairs, assemblies, careers information evenings, employer/employee talks, mock interviews, mentoring etc.

Please visit our careers page at <https://www.thomasaveling.co.uk/careers> to access our full careers programme, that identifies all careers events, activities and learning opportunities for each year group. The careers programme is updated annually.

Any provider taking part in an existing careers event/activity or a new one will be supported by our teaching staff throughout their visit and not left unattended. We will discuss space requirements with providers and make available appropriate IT and other resources to support presentations.

Providers are welcome to leave copies of their prospectus or course literature and we will distribute them to appropriate students and make them available in our Careers Library. We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through email or promotion in our termly newsletter.

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:



<b>Year Group</b>	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	'What's my job?' – Employer encounter event	National Apprenticeship Week Programme  National Careers Week Programme	Character Days
<b>Year 8</b>	College Talk  'Sales Pitch Challenge' – Employer encounter and employability skills development event  Work Shadowing Day  'Step into the NHS' – NHS careers competition	National Apprenticeship Week Programme  National Careers Week Programme  Options talks and mentoring	Character Days
<b>Year 9</b>	Army careers and qualifications talk	Careers fair (colleges, universities, apprenticeship providers, training providers and employers)  National Apprenticeship Week Programme  National Careers Week Programme	Character Days
<b>Year 10</b>	College Talk	Work Experience  National Careers Week Programme	Character Days University and college visits Interview workshop (DWP)



			Mock Interviews (employer encounter)
<b>Year 11</b>	Careers advisor appointments  Sixth form taster and college visits  Post-16 open evening	Careers fair (colleges, universities, apprenticeship providers, training providers and employers) National Apprenticeship Week Programme National Careers Week Programme	
<b>Year 12</b>	College Talk  University of Kent – Skills for Success programme	Careers fair (colleges, universities, apprenticeship providers, training providers and employers)  National Apprenticeship Week Programme National Careers Week Programme	University Fair  CV Workshop (DWP)  Mock CVs (employer encounter)  Work experience
<b>Year 13</b>	Careers advisor appointments	Careers fair (colleges, universities, apprenticeship providers, training providers and employers) National Apprenticeship Week Programme National Careers Week Programme	



## Previous providers

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

- Mid Kent College
- North Kent College
- Hadlow College
- CXK for the ASK programme
- IPS
- JTL
- AMB
- Reynolds Training Academy
- European School of Osteopathy
- The University of Kent
- Canterbury Christ Church University
- University for the Creative Arts
- Greenwich University
- University of Sussex
- University of Essex
- Middlesex University
- Kings College London

## Complaints

Any complaints related 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)

## Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Suzanne Bushell, Careers Lead.

This policy will be reviewed by Suzanne Bushell annually. At every review, the policy will be approved by the governing board.

