Mulberry
Academy Shoreditch

# Provider Access Policy

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| **Recommending Body:** | MAS LGB |
| **Approval Body:** | MAS LGB |
| **Approval Date:** | November 2026 |
| **Implementation Date:** | November 2026 |
| **Review Date:** | Autumn Term 2027 |
| **Status:** | Approved |
| **Policy Version:** | 8 |

| Version | Reviewed | Changes since last version |
|---|---|---|
| 1 | | Existing |
| 2 | November 2022 | Minor changes, part of annual review |
| 3 | November 2023 | No changes made, part of annual review |
| 4 | July 2024 | These updates were required |
| 5 | November 2024 | New dates for Drop Days and careers fair included |
| 6 | May 2025 | Dates for key events updated |
| 7 | November 2025 | Dates for key events updated; Year 9 changed to KS3 |
| 8 | November 2026 | Updated statutory guidance and provider access terminology; 2026-27 access opportunities |

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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. This duty is set out in section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022, and is reflected in the Department for Education's current Careers guidance and access for education and training providers.

Under the provider access legislation, schools must provide at least six encounters with providers of technical education or apprenticeships for pupils in years 8 to 13. As a minimum:

- Two encounters must take place during the first key phase: at any time in Year 8, or between 1 September and 28 February in Year 9. These encounters are mandatory for all pupils to attend.
- Two encounters must take place during the second key phase: at any time in Year 10, or between 1 September and 28 February in Year 11. These encounters are mandatory for all pupils to attend.
- Two encounters must take place during the third key phase: at any time in Year 12, or between 1 September and 28 February in Year 13. The school must provide these encounters and pupils are encouraged to attend, although attendance is optional for pupils in this phase.

All six encounters will take place for a reasonable period of time during the standard school day. Within each key phase, the two statutory encounters will be with two different providers. Providers will be asked to explain their organisation, the approved technical education qualifications or apprenticeships they offer, the careers these may lead to, and what learning or training with the provider is like, and to provide an opportunity for pupils to ask questions.

This policy shows how Mulberry Academy Shoreditch complies with these requirements.

## 3. Student entitlement

All students in years 7 to 13 at Mulberry Academy Shoreditch 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
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Yusuf Khan, Careers Leader.

Telephone: 020 7920 7900

Email: ykhan@mulberryschoolstrust.org

## 4.2 Opportunities for access

A number of events are integrated into the school careers programme which may offer providers an opportunity to come into school to speak to students and/or their parents and carers. The school calendar varies from year to year, so providers should contact the member of staff named above to identify the most suitable opportunity. Events are usually arranged well in advance, so providers are encouraged to contact us early in the academic year to be involved in our planning.

The statutory provider encounters will be arranged within the time periods set out in section 2. Additional access opportunities are available across the wider CEIAG programme. Examples of opportunities within the 2026-27 programme are set out below; activities are subject to change depending on provider and employer availability, and similar activities may be arranged where necessary.

| Year group | Examples of careers activities and provider access opportunities |
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| **Year 7** | Careers education through assemblies and tutor time; Unifrog; transferable skills; employer encounter; Labour Market Information. |
| **Year 8** | Unifrog workshops; CV-building and vision boards; employer encounters; STEM Challenge; university visit. Statutory provider encounters are arranged within the first key phase. |
| **Year 9** | GCSE options guidance; financial literacy; personal careers guidance; Careers & Apprenticeship Fair; employer and provider encounters; Options Evening. Statutory provider encounters are arranged within the first key phase. |
| **Year 10** | Work experience preparation and placement; Drop Days focused on employability, CV writing, interview skills and the future of work; employer talks and assemblies. Statutory provider encounters are arranged within the second key phase. |
| **Year 11** | Personal careers guidance; Careers & Apprenticeship Fair; Post-16 provider encounters; apprenticeship information and application support; Post-16 transition activities. Statutory provider encounters are arranged within the second key phase. |
| **Year 12** | Structured placement/experience week; Careers Week; employer, university and apprenticeship encounters; professional skills and next-step activities; personal guidance. Statutory provider encounters are offered within the third key phase. |

| Year group | Examples of careers activities and provider access opportunities |
|---|---|
| **Year 13** | Support for UCAS, apprenticeship and employment applications; employer mentoring; mock interviews; alumni networking; encounters with universities and training providers; targeted progression support where required. Statutory provider encounters are offered within the third key phase. |

Please speak to our Careers Leader to identify the most suitable opportunity for your organisation. The full annual careers programme is published on the academy careers webpage.

4.3 Granting and refusing access

Access to students and/or parents and carers will normally be granted where the information and guidance offered by the provider is relevant to approved technical education qualifications or apprenticeship opportunities and is appropriate to the age and needs of the students involved.

Requests may be refused where the proposed activity cannot be accommodated within the school timetable or premises, does not meet safeguarding requirements, duplicates provision already arranged to meet the needs of the relevant cohort, or does not provide students with appropriate information about technical education or apprenticeships. The school will not refuse access unreasonably and will seek an alternative opportunity where appropriate.

## 4.4 Safeguarding

Our school's Child Protection and Safeguarding Policy outlines the school's procedures for checking the identity and suitability of visitors.

Providers will be expected to meet the school's safeguarding requirements, which can be found in the Child Protection and Safeguarding Policy on the school website.

In line with current statutory careers guidance, a DBS check will not ordinarily be required for a visitor attending the school for a one-off provider visit. The school will determine the appropriate level of supervision for the duration of the visit.

## 4.5 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 or a member of the relevant team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school. The Careers Leader will ensure that students have access to these materials at suitable times and upon request.

## 5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Yusuf Khan, Careers Leader.

This policy will be reviewed by the Careers Leader and Assistant Head annually. At every review, the policy will be approved by the Local Governing Body.