



**RUSHEY MEAD**  
**ACADEMY**

## RUSHEY MEAD ACADEMY

### PROVIDER ACCESS POLICY

<b>Approved by:</b>	Helen Mugglestone	<b>Date:</b> 04/03/2025
<b>Last reviewed on:</b>	March 2025	
<b>Next review due by:</b>	July 2025	

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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).

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.

#### **2.1 In schools for students aged 11-16, the 4 encounters that must be offered to all pupils in years 8 to 11 are:**

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - o All pupils must attend
  - o 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)
  - o All pupils must attend

- o Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period 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

This will be achieved by liaising in advance with the providers to ensure that the above information is offered. In order to comply with the answers to questions from pupils, we will send out a request via Microsoft Forms to all students within the cohort being addressed, to ask for questions for the provider in advance of their visit. These questions will be given to the provider to assist their preparation for the event. They will be asked to allow time at the end of the presentation to address these questions.

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all pupils. 1 encounter is defined as 1 meeting/session between pupils and 1 provider.

We will refer to the Making it Meaningful checklist [here](#) to ensure that this is achieved.

Meaningful live online engagement is also an option at our school. We will only offer this option if we are unable to offer face to face meaningful encounters to enable students to get the best possible experience.

## **3. Student entitlement**

All students in years 7 to 11 at Rushey Mead Academy 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., e.g., through activities and events such as options events, assemblies, and taster events.
- 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 Marie Butler, Careers Leader who will arrange suitable arrangements with the provider and ensure safeguarding policy adhered to during the visit.

Telephone: 0116 2663730 ext1613

Email: [careers@rushey-tmet.uk](mailto:careers@rushey-tmet.uk)

## 4.2 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:

The following table lists many of the activities currently offered at Rushey Mead and the highlighted activities are areas where we can invite providers to come in to school to present to students and interact with them:

	Autumn term	Spring term	Summer term
Year 7	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul> <p><u>Other Activities</u></p> <ul style="list-style-type: none"> <li>• Lunchtime drop-ins from Police, Army, Navy &amp; RAF to help students with career choices &amp; apprenticeships</li> <li>• Encouraging the use of Career pilot – importance of LMI data when considering careers. Getting more involved in the school community.</li> </ul>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul> <p><u>Other Activities</u></p> <ul style="list-style-type: none"> <li>• National Apprenticeships Week – February 2025 – lunchtime access to members of the Careers team. Various apprenticeship related activities</li> <li>• National Careers Week – lunchtime access to the careers team and careers activities</li> <li>• Careers assembly spotlighting a particular career/job sector</li> </ul>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul> <p><u>Other Activities</u></p> <ul style="list-style-type: none"> <li>• What’s My Job? Activity meeting volunteers from different businesses and guessing the jobs, exploring the career pathways.</li> <li>• Encouraging the use of Career pilot – importance of LMI data when considering careers. Getting more involved in the school community.</li> <li>• Assembly/tutor time activity providing further education information, including BTEC/T Levels, A Levels &amp; apprenticeships.</li> </ul>
Year 8	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul>

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Year 9	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul> <p><u>Other Activities</u></p> <ul style="list-style-type: none"> <li>• Lunchtime drop-ins from Police, Army, Navy &amp; RAF to help students with career choices &amp; apprenticeships</li> <li>• Encouraging the use of Career pilot – importance of LMI data when considering careers. Getting more involved in the school community.</li> </ul>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul> <p><u>Other Activities</u></p> <ul style="list-style-type: none"> <li>• National Apprenticeships Week – February 2025 – lunchtime access to members of the Careers team. Various apprenticeship related activities</li> <li>• National Careers Week – lunchtime access to the careers team and careers activities</li> <li>• Careers assembly spotlighting a particular career/job sector or post 16 qualifications</li> <li>• Stop the Clock activity relating to GCSE option choices</li> </ul>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS3 Statutory careers content covering the following -</p> <ul style="list-style-type: none"> <li>• Learning Skills</li> <li>• Choices &amp; Pathways</li> <li>• Work &amp; Careers</li> <li>• Employment rights &amp; responsibilities</li> </ul> <p><u>Other Activities</u></p> <ul style="list-style-type: none"> <li>• What's My Job? Activity meeting volunteers from different businesses and guessing the jobs, exploring the career pathways.</li> <li>• Encouraging the use of Career pilot – importance of LMI data when considering careers. Getting more involved in the school community.</li> <li>• Assembly/tutor time activity providing further education information, including BTEC/T Levels, A Levels &amp; apprenticeships.</li> </ul>
Year 10	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS4</p>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required</p>	<p><u>Tutor time Activities</u></p> <p>Bespoke PowerPoints &amp; Workbook containing careers information and guidance linked to the required KS4</p>

Statutory careers content covering the following -

- Learning Skills
- Choices & Pathways
- Work & Careers
- Employment rights & responsibilities.

Other Activities

- Self-Awareness presentation and activity – What can you change to improve your chance of achieving your goals?

KS4 Statutory careers content covering the following -

- Learning Skills
- Choices & Pathways
- Work & Careers
- Employment rights & responsibilities.

Other Activities

- Preparation for work experience
- Promotion of virtual work experience opportunities from SpringPod and Speakers for Schools.
- Careers assembly University of Leicester – What is higher education?

Statutory careers content covering the following -

- Learning Skills
- Choices & Pathways
- Work & Careers
- Employment rights & responsibilities

Other Activities

- Year 10 work experience for 1 week – 28<sup>th</sup> April – 2<sup>nd</sup> May 2025 – Unbox Your Future, LEBC self-placements and LEBC paid for placements for Business students.
- Start of 1:1 careers advice meetings to discuss colleges, courses, apprenticeships, university courses and potential careers, aimed at enabling students to make their own, fully informed, decisions about the future.
- Assembly/tutor time activity providing further education information, including BTEC/T Levels, A Levels & apprenticeships.

Year 11

Tutor time Activities

Weekly bespoke PowerPoints & Workbook containing careers information and guidance linked to the required KS4 Statutory careers content covering the following -

- Learning Skills
- Choices & Pathways
- Work & Careers
- Employment rights & responsibilities

Other Activities

- Stop the Clock sessions in October & November to support the college application process on PS16
- Continuing 1:1 careers advice meetings with students and supporting applications.
- Stage 1 of Year 11 mock interviews with business volunteers through Leicestershire Cares

Tutor time Activities

Weekly bespoke PowerPoints & Workbook containing careers information and guidance linked to the required KS4 Statutory careers content covering the following -

- Learning Skills
- Choices & Pathways
- Work & Careers
- Employment rights & responsibilities

Other Activities

- Careers team checks each individual application before submitting.
- Stage 2 Year 11 mock interviews with business volunteers through Leicestershire Cares
- NCS launch
- Careers support with college interviews

Tutor time Activities

Weekly bespoke PowerPoints & Workbook containing careers information and guidance linked to the required KS4 Statutory careers content covering the following -

- Learning Skills
- Choices & Pathways
- Work & Careers
- Employment rights & responsibilities

Other Activities

- Careers support with college interviews
- Careers team support & tracking of college applications to avoid students becoming NEET

- Assembly/tutor time activity providing further education information, including BTEC/T Levels, A Levels & apprenticeships

- Careers assembly University of Leicester – Student Life Talk
- Continued 1:1 support for students with college application issues

#### Post 16 Information Evening

- Students & parents meet with colleges, apprenticeship providers, training providers, universities, police, army & RAF in the theatre after school

### **4.3 Granting and refusing access.**

- The Careers team are available in B145 for students to drop in for careers advice and guidance at breaktime, lunchtime and after school.
- Year 10/11 students are invited by Careers to attend a 1:1 meeting with a qualified advisor to offer careers education, information, advice, guidance, and support with exploring college courses on PS16 in preparation for college applications.
- Any student can contact careers via email [careers@rushey-tmet.uk](mailto:careers@rushey-tmet.uk) to request a 1:1 appointment with the Careers Advisor.
- Students are not able to come out of lessons without prior permission being given by their tutor/Careers Advisor.
- Providers can access students by presenting in assembly times and tutor times having requested permission from the Careers adviser/Careers Leader in advance.
- Stop the Clock sessions where students are off timetable from the start of tutor time to the end of period 2 are also potentially able to be utilised by providers with advance notice and permission.
- Lunchtimes and after school could also be utilised for providers to engage with students although this has previously been offered and insufficient student engagement was obtained.
- The post 16 Information Evening is a regular event which is accessed by further & higher education providers, training & apprenticeship providers and RAF, police, and Army. This is accessed by Year 11 students and their parents/carers and is an evening event.

### **4.4 Safeguarding**

See Rushey Mead Academy's safeguarding policy [here](#)

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.

### **4.5 Premises and facilities**

- Careers events are usually held in the theatre or classrooms depending on the number of students/parents in attendance. Rushey Mead Academy can provide laptops, audio and visual equipment.

- Establish what facilities and equipment need to be used for the provider, once confirmed contact the specific departments (IT, premises, catering) to arrange these provisions.
- Providers are able to leave any literature for students to look through, e.g., prospectuses or leaflets.

## 5. Previous providers

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

Army	employer/apprenticeships
ASK (Apprenticeships)	Apprenticeships
Barclays Life Skills	employer
Beauchamp City Sixth Form	sixth form college
Beauchamp College	school with sixth form
Bradgate Sixth Form	sixth form of Wreak Valley Academy
DMU	higher education
English Martyrs	school with sixth form
FSD Academy	football academy
Gateway College	sixth form college
Heart of England	training/apprenticeship provider
Heartlink	First Aid
HMRC	employer
Juniper Training	training/apprenticeship provider
LEBC (Work Experience)	work experience/apprenticeships/STEM Ambassadors
Leicester College	college
Leicestershire Cares	Mock Interviews
Leicestershire Constabulary	employer/apprenticeships
Loughborough College	college
Loughborough University	higher education
NCS	NCS summer Programme
North Warwickshire & South Leicestershire College (NWSLC)	college
Nylacast	employer
RAF	employer/apprenticeships
SMB Group	college
University of Cambridge	higher education
University of Leicester	higher education
University of Nottingham	higher education - new contact
W.Q.E	sixth form college

## 6. Pupil destinations

- Last year, our year 11 pupils moved to a range of providers in the local area after school:  
Please see link to the Destinations Data document from Connexions [here](#)

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [here](#) directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

All policies can be found on the Rushey Mead website: - <https://www.rushey-tmet.uk/our-academy/policies/>

- Safeguarding and child protection policy [here](#)
- Careers Guidance policy [here](#) [currently being updated 03/02/23]
- ICT User Policy [here](#)
- Parent and Visitor Code of Conduct [here](#)
- Complaints policy [here](#)

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs Helen Mugglestone Careers Leader.

This policy will be reviewed by Mrs Helen Mugglestone Careers Leader annually. At every review, the policy will be approved by the governing board/ the Senior Leadership Team and the Principal.

Version	Date	Author	Reason for Change
0.1	03/12/2020	HMU	New policy.
0.2	12/10/2021	NTH	Updated.
0.3	03/02/2023	MBU	Updated
0.4	20/03/2024	MBU	Updated
0.5	05/03/2025	MBU	Updated