



SANDWELL ACADEMY



Provider Access Policy

July 2026

Policy Title:	Provider Access Policy
Policy Reference:	Sandwell Academy / Careers
Description:	This document sets out how the Academy will manage the access of education and training providers to students.
Status:	Statutory
Category:	Academy
Contact:	Name: Mr Chris Packham Title: Director of Careers Email: cpackham@sandwellacademy.com
Version:	V1.2
Other relevant SA policies:	Careers Education, Information, Advice and Guidance Policy Health & Safety Policy Safeguarding and Child Protection Policy Concerns and Complaints Policy (Community)
Date for Review:	July 2027

Change Record		
Version	Date	Description
1.1	January 2025	Policy Reviewed
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1.3		
1.4		

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Aims

This policy outlines Sandwell Academy's arrangements for managing the access of other education and training providers to its students, with specific information about:

- Procedures in relation to access requests
- Permission for access requests
- Details of premises and facilities to be provided for access requests

This supports the Academy's wider aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support our students to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce the risk of students becoming NEET (Young people not in education, employment or training).

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 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

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 42A, 42B, 45 and 45A of the [Education Act 1997](#), Section 72 of the Education and Skills Act 2008, Schedule 4 (15) of the School Information (England) Regulations 2008.

This policy shows how Sandwell Academy complies with these requirements.

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

- 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)
-It is mandatory for the school to provide the encounters but pupils can choose to attend
-Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

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 the careers those qualifications and apprenticeships can lead to
- Information about the experience of learning or training with the provider
- Opportunity for pupils to ask questions

Student entitlement

All students in years 7 to 13 at Sandwell 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 – through options evenings, assemblies, group discussions and taster events
- Understand how to make applications for the full range of academic and technical courses.
- Meaningful encounters with technical and apprenticeship providers.

Management of provider access requests

Procedures for access requests

Requests for access should be made to Chris Packham, Director of Careers
cpackham@sandwellacademy.com tel. 0121 525 1700

Permission for access requests

Permission will be granted subject to the provider's compliance with Academy policies and protocols:

- Health and Safety – the provider must strictly adhere to the Academy's Health & Safety Policy

- Safeguarding – The Academy's Safeguarding Policy explains requirements for provider visits. Our Safeguarding/Child Protection policy outlines the academy's procedure for checking the identity and suitability of visitors.
- A provider, to whom access is given, must deliver an encounter that includes the following.
 - a. Information about the provider, the approved technical education qualifications or apprenticeships that the provider offers, and the experience of learning/training with the provider
 - b. Information about the careers available after completion of the technical education qualifications or apprenticeships
 - c. Opportunity for our pupils to ask questions to the provider about the approved technical education qualifications and apprenticeships.

Premises and facilities

After a visit has been agreed, the Academy will provide appropriate facilities to host the visit, along with equipment requested by the provider, where it is available. All rooms have computers and display screens. Computer rooms can also be arranged. Events can be arranged for an entire year group (c. 200 students) in the Theatre, as well as for smaller groups in classrooms and teaching spaces. Providers will be met and supervised by a member of the Careers Team and/or other Academy staff who will facilitate at events. Live/Virtual encounters can also be organised, with online sessions broadcast into classrooms and similar venues. Technology may be checked in advance to ensure compatibility of systems

Opportunities for providers to access the Academy

The table shows examples of the opportunities provided for training and education providers to speak to students

	Autumn Term	Spring Term	Summer Term
All years	Enrichment Day 1 (November)	Enrichment Day 2 (February)	Enrichment Day 3 (July) (not years 11/13)
Specific years	STEM-focussed workshops and curriculum-based events (years 8-10) Careers Fair (years 10-13) talks can be arranged alongside the fair Course and subject-based events including those focused on specific business sectors and ,	STEM-focussed workshops and curriculum-based events (years 8-10) Course and subject-based events including those focused on specific business sectors and , professions (years 7-10,12)	STEM-focussed workshops and curriculum-based events (years 8-10) Future Choices (year 12) In July, preparation for year 13 applications Course and subject-based events including those focused on specific business sectors and ,

	professions (years 8-13)		professions (years 7-10,12)
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