



**LIONHEART**  
EDUCATIONAL  
TRUST

**PROVIDER ACCESS POLICY**

**This policy applies to all secondary schools and sixth forms within the Lionheart Educational Trust**

**Approved by Trust Board**

**January 2025 – January 2026**



## Contents

1. Introduction .....	6
2. Statutory requirements .....	6
3. Pupil entitlement .....	7
4. Management of provider access requests.....	7
5. Previous providers .....	9
6. Pupil Destinations .....	9
7. Complaints .....	9
8. Links with other policies .....	9
9. Monitoring arrangements.....	10



## Cedars Academy Provider Access Policy

### 1. Introduction

This policy statement sets out the Trust schools/college arrangements for managing the access of providers to pupils for the purpose of giving them information about the provider's education or training 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

Trust schools/college 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). One encounter is defined as one meeting/session between pupils and one provider.

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](#).

2.1. Trust schools/college will therefore provide at least 6 encounters as follows:

- 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 10, 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/college day. Trust schools/college can continue to provide complementary experiences, but encounters outside of school hours will not count towards these requirements.



Trust schools/college will 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

## 2.2 Meaningful provider encounters

Our schools/colleges are committed to providing meaningful encounters to all pupils using the Making it Meaningful Checklist.

([https://resources.careersandenterprise.co.uk/sites/default/files/2021-03/1207\\_-\\_meaningful\\_encounters\\_checklist\\_1.pdf](https://resources.careersandenterprise.co.uk/sites/default/files/2021-03/1207_-_meaningful_encounters_checklist_1.pdf))

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## 3. Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships 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 options events, assemblies, group discussions and taster events;
- to 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 Zak Allard, [Careers Leader],

Telephone: 0116 267 7107 | Ext: 3256

Email address: zak.allard@thecedarsacademy.org.uk

### 4.2 Opportunities for access

Trust schools/college offer six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the careers programme.

The table below outlines examples of the opportunities provided for training and education providers to speak to pupils and/or their parents or carers:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 8		Assemblies with a provider of approved technical education	Enterprise day, part hosted by employers



		qualifications and individuals representing a range of careers or apprenticeships	from the local community
Year 9	<p>Careers fair featuring a large range of employers, apprenticeships, trainers and academic institutes.</p> <p>Assembly in Autumn Term (pre-options) with a provider of approved technical education qualifications and/or apprenticeships, and with a provider of academic qualifications.</p>		
Year 10	<p>Assembly with a provider of approved technical education qualifications and/or apprenticeships, and with a provider of academic qualifications</p>	<p>Assembly with a provider of approved technical education qualifications and/or apprenticeships, and with a provider of academic qualifications</p>	
Year 11	<p>Careers fair in autumn term featuring a large range of employers, apprenticeships, trainers and academic institutes.</p> <p>Assembly in Autumn Term (pre-options) with a provider of approved technical education qualifications and/or apprenticeships, and with a provider of academic qualifications</p>		
Year 12	<p>Careers fair at DMU in Autumn term. Assembly in Spring Term with a provider of approved technical education qualifications and/or apprenticeships</p>		
Year 13	<p>Assembly in Autumn Term with a provider of approved technical education qualifications and/or apprenticeships</p>		

Please contact the Careers Leader to identify the most suitable opportunity for you. Access will be granted in line with the Trust Safeguarding Policy.

#### 4.3 Premises and facilities

The school/college will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.



The school/college 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 their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils. We use MS Teams for this usually.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader at the main reception desk.

## 5. Previous providers

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

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- De Monfort university
- Leicestershire Fire Service
- Beauchamp City Sixth form
- Loughborough College
- CR Civil Engineering
- Dunelm
- Leicestershire Police
- Geary's bakeries
- Moulton College

## 6. Pupil Destinations

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

- Cedars Martin Sixth Form
- Leicester college
- Loughborough College
- Beauchamp City Sixth Form
- WQE

Last year our year 13 pupils moved to range of providers in the local area after school. Full details of destinations can be found in the [Pupil Destination Data](#) section on the website, under 'careers'.

## 7. Complaints

Any complaints with regards to provider access can be raised following the Trust Complaints Policy or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).

## 8. Links with other policies

This policy is to be read in conjunction with:

- Safeguarding policy
- Careers Education Information and Guidance Policy
- Complaints policy



## 9. Monitoring arrangements

The school's/college's arrangements for managing the access of education and training providers to pupils are monitored by Zak Allard, Vice principal.

This policy will be reviewed by the Trust Heads for Careers and Guidance annually.

At every review, the policy will be approved by the Trust.