



*Better Together*  
**LEARNING TRUST**

**BETTER TOGETHER LEARNING TRUST**

**PROVIDER ACCESS POLICY**

**STATUTORY POLICY**

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## **Glossary**

The term '**School**' is used as standard to mean the educational establishment that is adopting this policy.

The term '**Headteacher**' is used to refer to the person with overall day-to-day responsibility of the **School**.

**Directors** are the Trustees of the Board.

**LGB** is the Local Governing Body.

### **1. Trust Policy Aims**

This policy statement aims to set out Trust'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 are at least 6 opportunities 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. Academies/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](#).

This policy shows how Better Together Learning Trust complies with these requirements.

BTLT actively welcomes education and training providers to meet our students and their parents/carers for the purpose of giving them information about their offer.

### **3. Student entitlement**

**All students in years 8 to 13** at Better Together Learning Trust 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
- Access information about providers through a variety of methods, including face-to-face encounters by visiting providers and in school, virtual meetings, and written materials

#### 4. **Provider Access Opportunities**

The Trust is committed to providing students with a minimum of **six encounters** with approved providers of technical education and apprenticeships across years 8 to 13. These encounters will be scheduled as follows:

##### **Years 8-9: Two encounters**

- Spring Term: Careers Fair - opportunity for multiple providers to meet students and parents/carers
- Summer Term: Assembly or workshop sessions focusing on technical education pathways

##### **Years 10-11: Three encounters**

- Autumn Term: Post-16 options event including technical education providers
- Spring Term: Apprenticeship awareness sessions with local training providers

Careers Fair - opportunity for multiple providers to meet students and parents/carers

##### **Years 12-13: Three encounters**

- Autumn Term: supported internship and apprenticeship information sessions as appropriate for our students needs.
- Spring Term: Technical education and employment pathways event

Careers Fair - opportunity for multiple providers to meet students and parents/carers

**Additional opportunities** may be provided through:

- Individual careers guidance appointments
- Virtual provider presentations
- Workplace visits and industry days
- Online resources and information materials
- Advertising their offer in our termly newsletters

The Trust will ensure that:

- A **range of providers** representing different sectors and pathways can access students
- Encounters are **meaningful** and allow students to ask questions and engage with providers
- All students can **fully participate** in provider encounters
- Parental involvement is encouraged, and parents are invited to attend events to meet providers.

#### 5. **Granting and refusing access**

**Access will be granted when:**

- A risk assessment has been completed and approved

- The provider has provided evidence of appropriate safeguarding checks (see Safeguarding section below)
- The content of the information to be shared has been agreed and is appropriate for the target year group
- The time and date of the opportunity has been agreed and does not conflict with examinations, assessments, or other significant school events
- The provider agrees to comply with the Trust's policies, including safeguarding, equality, and acceptable use policies
- The opportunity aligns with the Trust's careers programme and student entitlement

**Access may be refused on the following grounds:**

- **Safeguarding concerns:** The provider cannot demonstrate appropriate safeguarding procedures or the individual presenting has not undergone required checks
- **Capacity:** The school does not have appropriate facilities or staff available at the requested time
- **Timing:** The request conflicts with examinations, assessments, or other significant school commitments
- **Appropriateness:** The content or approach is not suitable for the target year group or does not align with the Trust's values and policies
- **Duplication:** The provider has recently accessed students and another opportunity would not add value
- **Quality concerns:** Previous encounters with the provider have raised concerns about the quality or appropriateness of information provided

**Complaints procedure**

If a provider believes they have been unreasonably refused access, they should:

1. Contact the Careers Leader to discuss the decision
2. If the matter is not resolved, submit a formal complaint in writing to the CEO
3. The CEO will review the decision and respond within 10 working days

If the provider remains dissatisfied, they may escalate the complaint to the Board of Directors through the Trust's formal complaints procedure.

**6. Safeguarding**

Our safeguarding/child protection policy outlines the Trust's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

**Specific requirements for providers:**

**Before the visit:**

- All individuals delivering sessions must have an **enhanced DBS check** with barred list information, or be supervised by someone who does

- Providers must supply evidence of their DBS checks at least **5 working days** before the scheduled visit
- Providers must provide **two professional references** that confirm their suitability to work with young people
- A **risk assessment** must be completed by the Careers Leader and approved by the Designated Safeguarding Lead

**On the day of the visit:**

- All providers must sign in at reception and wear a visitor badge at all times
- Providers must provide photographic ID which will be checked against the details provided in advance
- Providers will be briefed on emergency procedures and safeguarding expectations
- Providers will be **supervised** by a member of school staff at all times unless they have an enhanced DBS check with barred list information

**Content requirements:**

- All materials to be shared with students must be submitted for approval at least **3 working days** in advance
- Content must be age-appropriate, impartial, and comply with the Trust's equality and online safety policies
- Providers must not promote individual employers or specific vacancies unless this has been agreed in advance
- Providers must not collect personal data from students without explicit consent from the school

**Provider responsibilities:**

- Providers must report any safeguarding concerns to the supervising member of staff immediately
- Providers must comply with the school's relationship and behaviour management approach
- Providers must respect student confidentiality and not share information about individual students outside the school

**7. Premises and facilities**

The Trust will provide appropriate facilities to enable providers to deliver meaningful encounters with students:

**Physical facilities may include:**

- Use of the hall, classroom, or meeting room depending on the nature and size of the event
- Tables and chairs arranged appropriately for the session
- Display space for promotional materials (subject to approval)
- Access to toilet facilities and refreshments for longer sessions

**Technical facilities may include:**

- Audio-visual equipment including projector and screen
- Computer and internet access (in line with our E-Safety acceptable use policy)
- Printing facilities for student handouts (arranged in advance)

**Additional support:**

- A member of staff will be present to introduce the provider and support with any technical or practical issues
- Providers may leave approved information materials for students to take away
- The school will promote the provider encounter to students and parents/carers in advance

**Virtual encounters:**

- Where face-to-face access is not possible, the Trust will facilitate virtual provider encounters using approved video conferencing platforms
- Virtual encounters will be supervised by a member of staff
- Technical support will be provided to ensure the session runs smoothly

**Equality and inclusion**

The Trust is committed to ensuring that all students can access provider encounters and benefit from careers information, regardless of their background or needs.

**We will:**

- Ensure provider encounters are accessible to students with SEND, including providing reasonable adjustments where needed
- Work with providers to ensure materials are available in accessible formats
- Consider the timing of events to maximise participation from all students
- Ensure a diverse range of providers and role models are represented
- Challenge stereotypes and promote equality of opportunity in all career pathways
- Monitor participation in provider encounters and take action to address any disparities

**We expect providers to:**

- Use inclusive language and avoid stereotypes
- Present career pathways as open to all, regardless of gender, ethnicity, disability, or background
- Provide materials in accessible formats where requested
- Be responsive to the diverse needs of our student population

## 8. Monitoring arrangements

The arrangements for managing the access of education and training providers to students are monitored by:

- **Careers Leader:** Maintains a log of all provider encounters, including dates, providers, year groups, and student feedback
- **Headteacher:** Reviews the provider access arrangements termly to ensure they meet statutory requirements and student needs
- **Local Governing Body:** Receives an annual report on provider access, including the number and range of encounters, student participation rates, and impact on student outcomes
- **Board of Directors:** Reviews the policy every three years and ensures it remains compliant with statutory requirements

### Evaluation:

- Students will be asked to provide feedback after each provider encounter
- The Careers Leader will evaluate the quality and impact of provider encounters
- Destination data will be used to assess the effectiveness of the careers programme, including provider access
- The policy will be updated based on feedback from students, staff, providers, and governors

### Links to other policies

- Safeguarding/child protection policy
- Careers Education, Information, Advice and Guidance Policy
- E-Safety Acceptable use policy
- Complaints
- GDPR