



Three Towers

An Alternative Provision Academy

Expanding Horizons

Provider Access Policy Statement 2024 - 2025

Approved: September 2024

Review: September 2025

1 Introduction

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to learners 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;
- details of premises or facilities to be provided to a person who is given access.

Ensuring appropriate destinations for our learners is a fundamental part of our role and TTAPA believes that supporting our learners to make informed choices about their careers will empower them as citizens in the 21st century.

2 Statutory Requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access learners 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 learners in years 8 to 13 (see more detail in section 2.1)

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these learners.

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

Schools must offer:

- 2 encounters for learners during the 'first key phase' (Years 8/9)
 - all learners must attend;
 - encounters can take place any time during Y8 and between September 1st and February 28th during Y9
- 2 encounters for learners during the 'second key phase' (Years 10/11)
 - all learners must attend;
 - encounters can take place any time during Y10 and between September 1st and February 28th during Y11
- 2 encounters for learners during the 'third key phase' (Years 12/13)
 - all learners must attend;
 - encounters can take place any time during Y12 and between September 1st and February 28th during Y13

**TTAPA does not have Y12/13 provision*

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours will not 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 learners.

2.2 Meaningful Provider Encounters

TTAPA is committed to providing meaningful encounters to all learners. One encounter is defined as:

“one meeting or session between learner and one provider”.

Meaningful live online engagement is also an option at our school.

3 Learner Entitlement

Learners in years 8-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of careers education 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 evenings, presentations and 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

To identify the most suitable opportunity a provider wishing to request access should contact:

Mrs Janine Heyes, Head of Careers and Work-Related Learning (WRL)

Telephone: 01942 932760 Email: hindleyoffice@ttapa.net

4.2 Opportunities for Access

A number of opportunities are built into the school curriculum. Weekly timetabled lessons in PSHE and WRL (work related learning) offer providers an opportunity to speak to learners and/or their parents/carers. Providers should speak to Ms Heyes to identify the most suitable opportunity for access to learners.

However, a **notice period of three weeks is required to facilitate this.**

Please refer to our CEIAG Policy for details of our careers programme.

4.3 Granting and Refusing Access

The headteacher will usually grant access however, if the behaviour in the school on the agreed day is volatile access may be refused on that day on health & safety grounds. A mutually convenient re-arranged time will be organised as soon as possible afterwards.

In exceptional circumstances, where it is not deemed in the best interests of the learner access may be refused.

4.4 Safeguarding

The school policies on safeguarding and visitors set out our approach to allowing providers into school as visitors to talk to our learners, including our procedures for checking identity and suitability of visitors. **Education and training providers are expected to fully adhere to these policies.**

4.5 Premises and Facilities

Three Towers operates under more carefully managed access than a mainstream school due to the nature of our cohorts as an alternative provision academy.

When able to provide face-to-face interactions, we will make a space available for discussions between the provider and learners as appropriate to the activity. We will also make available AV and other specialist equipment to support provider presentations.

If a TEAMS meeting is a more appropriate approach due to the target audience we will facilitate this as well. This will all be discussed and agreed with Ms Heyes, in advance of the visit.

Providers are welcome to provide copies of their prospectus or other relevant course literature at the office. Such material will be used in work related learning and/or relevant PSHE lessons as well as being available to learners at break and lunch times in the Common Room.

5 Previous Providers

TTAPA holds an annual Careers Fayre (except during the pandemic) where all learners, and their parents/carers are invited to meet a wide range of providers. Please refer to the CEIAG Policy for details of other encounters provided to TTAPA learners.

Careers Fayre 2023/24	
Bikemech Training	British Army
Child Care L3 Student	Co-op (Wigan)
Edge Hill University	Elysium Training/College
Fir Tree College	GK Training
LA Beauty (Wigan)	Runshaw College
Sidlow Construction (Wigan)	St Helens College
Stocks Hall Spa	TGi Fridays
The Ark Training/College	The Growth Company
Tilbury Douglas (Northwest)	TMP College
Wagamama (Northwest)	West Lancashire College
Wigan and Leigh College	Winstanley College

6 Learner destinations

Information about the destinations of our previous Y11 cohorts can be found on the website from November after the cohort has left. This is the earliest the school receives validated data. However in line with guidance from the Information Commissioners Office, we are

mindful **not** to publish data on cohorts of less than 10 learners. This is because when publishing data for small groups/cohorts, individual learners can become identifiable.

7 Complaints

Any complaints related to provider access can be raised following our Complaints Policy (available on the website www.ttapa.net) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8 Monitoring Arrangements

Our arrangements for managing the access of education and training providers to learners are monitored by the headteacher. This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the local governing committee.

9 Links to Other Policies

This policy should be read alongside our:

- *Safeguarding & Child Protection Policy;*
- *CEIAG Policy;*
- *Complaints Policy;*
- *Visitors Procedures.*

UNICEF - UNCRC

The UN Convention of the Rights of the Child sets out human rights of every person under 18 and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2). Articles directly relating to this policy are:

2 (Non-discrimination)	28 (Right to education)
12 (Respect the views of the child)	29 (Goals of education)
13 (Freedom of expression)	31 (Leisure, play and culture)
17 (Access to information from the media)	