RUSHEY MEAD ACADEMY

PROVIDER ACCESS POLICY

Approved by:	V Barwell	**Date:** 08/10/2026
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1. Aims

At Rushey Mead Academy we aim to provide all pupils from year 7 to 11 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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 provider who is given access

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

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 7 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 7 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 pupils.

This is outlined in:

- Section 42B of the Education Act 1997
- Education and Skills Act 2008
- The School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022
- 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.

3. Pupil entitlement

All pupils in years 7 to 11 at Rushey Mead Academy are entitled to:

- Find out about further education training, 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
- Have a minimum of 4 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

At Rushey Mead, we provide apprenticeship and college talks in assemblies, resources in tutor times and during apprenticeship and national careers weeks.

Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Pupils in year 7, 8 and 9

All pupils in these year groups are offered:

- 2 encounters with education and training providers
    - All pupils must attend
    - Encounters can take place any time during year 7, & 8, and between 1 September and 28 February during year 9.

Pupils in year 10 and 11

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers

- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

3.1 Meaningful encounters with providers

Our school is committed to providing meaning encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should Fay Wilson, Careers Leader who will arrange suitable arrangements with the provider and ensure safeguarding policy adhered to during the visit.

Telephone: 0116 2663730 ext 1792

Email: careers@rushey-tmet.uk

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	**Core Content Delivery** Careers education is delivered through bespoke PowerPoints and workbooks during Tutor Time aligned with statutory KS3 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Students are encouraged to:** • Participate actively in the school community to build transferable skills	**Core Content Delivery** Careers education is delivered through bespoke PowerPoints and workbooks during Tutor Time aligned with statutory KS3 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Activities** • **National Apprenticeships Week (February 2027)** Assemblies led by apprenticeship providers, and advice & guidance from Careers Team during break and lunch times • **National Careers Week (March 2027)** Assemblies led by apprenticeship providers, and advice & guidance from Careers Team during break and lunch times • **Work Experience Day (February 2027):** Off timetable day with a local employer to explore career roles and pathways and take part in interactive challenges in school. **Students are encouraged to:** • Participate actively in the school community to build transferable skills	**Core Content Delivery** Careers content is delivered through bespoke PowerPoints and workbooks, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Supplementary Activities** • **What's My Job? (July 2027):** Interactive session with business volunteers to explore career roles and pathways

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	**Core Content Delivery** Careers education is delivered through bespoke PowerPoints and workbooks during Tutor Time aligned with statutory KS3 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Activities** • **Work Experience Day (November 2026):** Off timetable day with a local employer to explore career roles and pathways and take part in interactive challenges in school. **Enrichment Opportunities** • Encouragement to participate in the wider school community	**Core Content Delivery** Careers education is delivered through bespoke PowerPoints and workbooks during Tutor Time aligned with statutory KS3 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Activities** • **National Apprenticeships Week (February 2027)** Assemblies led by apprenticeship providers, lunchtime access to the Careers Team, and themed activities promoting apprenticeship pathways. • **National Careers Week (March 2026)** Assemblies featuring colleges, universities, and employers, alongside lunchtime careers support. **Students are encouraged to:** • Participate actively in the school community to build transferable skills	**Core Content Delivery** Careers education is delivered through bespoke PowerPoints and workbooks during Tutor Time aligned with statutory KS3 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Students are encouraged to:** • Participate actively in the school community to build transferable skills

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	**Core Content Delivery** Careers education is delivered through bespoke PowerPoints and workbooks during Tutor Time aligned with statutory KS3 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Opportunities** • **Work Experience Day (October 2026):** Off timetable day with a local employer to explore career roles and pathways and take part in interactive challenges in school. • Support in preparing students for selecting their GCSE options in February 2027 • **Work Experience** – 1 day on student reception **Enrichment Opportunities** • Encouragement to participate in the wider school community	**Core Content Delivery** Careers education is delivered through bespoke PowerPoints and workbooks aligned with statutory KS3 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Activities** • Assembly to year group to support them in making decisions around picking GCSE options in relation to careers in January 2027. • **National Apprenticeships Week (February 2027)** Assemblies led by apprenticeship providers, lunchtime access to the Careers Team, and themed activities promoting apprenticeship pathways. • **National Careers Week (March 2027)** Assemblies featuring colleges, universities, and employers, alongside lunchtime careers support. • **Work Experience** – 1 day on student reception **Students are encouraged to:** • Participate actively in the school community to build transferable skills	**Core Content Delivery** Careers content is delivered through bespoke PowerPoints and workbooks, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Activities** • . **Work Experience** – 1 day on student reception **Supplementary Activities** • Career Pilot & Unifrog Platform: Promoting informed decision-making through Labour Market Information (LMI) • Further Education Guidance: Assemblies and tutor sessions covering BTECs, T Levels, A Levels, and apprenticeships • Preparing for Year 10

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	**Core Content Delivery** Students engage with tailored PowerPoints and workbooks delivered through Tutor Time aligned with KS4 statutory careers guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Opportunities** • **Work Experience launch assembly** (September 2026) **Students are encouraged to:** • Participate actively in the school community to build transferable skills	**Core Content Delivery** Careers education is delivered during Tutor Time through bespoke PowerPoints and workbooks aligned with statutory KS4 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Enrichment Activities** • **National Apprenticeships Week (February 2027)** Assemblies led by apprenticeship providers, lunchtime access to the Careers Team, and themed activities promoting apprenticeship pathways. • **National Careers Week (March 2026)** Assemblies featuring colleges, universities, and employers, alongside lunchtime careers support and interactive activities. • **Further Education Guidance**: Assemblies and tutor sessions covering BTECs, T Levels, A Levels, and apprenticeships **Students are encouraged to:** • Participate actively in the school community to build transferable skills	**Core Content Delivery** Careers content is delivered during Tutor Time through bespoke PowerPoints and workbooks, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities **Supplementary Activities** • **Work Experience Week** – 21st June to 25th June 2027 • **Start of 1:1 Careers** Guidance meetings with an external, qualified careers adviser.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	**Core Content Delivery**: Careers education is delivered during Tutor Time through bespoke PowerPoints and workbooks aligned with statutory KS4 guidance, covering: • Learning Skills • Choices & Pathways • Work & Careers • Employment Rights & Responsibilities • College Applications **2 x Stop the Clock sessions** aimed at supporting students completing college applications on the PS16 platform. **Post 16 Information Evening** in October 2026 where students can meet with staff from colleges, training providers, apprenticeship providers & universities. **Careers Guidance** All students have a 1:1 Careers meeting with an external / qualified careers adviser to help them make fully informed decisions about their post 16 options. **Mock Interviews** 1st wave of mock interviews with Leicestershire Cares in December 2026	**Core Content** Tutor Time delivery ceases February half term to enable students to focus on GCSE revision. **Mock Interviews** 2nd wave of Mock Interviews with Leicestershire Cares **Advice and Guidance** Support with college interviews **Apprenticeships** Support with making applications **Enrichment Activities** • **National Apprenticeships Week (February 2027)** Assemblies led by apprenticeship providers, lunchtime access to the Careers Team, and themed activities promoting apprenticeship pathways. • **National Careers Week (March 2027)** Assemblies featuring colleges, universities, and employers, alongside lunchtime careers support.	**Core Content** Confirmation of post-16 education and training destinations for all pupils

4.4 Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the theatre during assemblies. Please provide resources ahead of time to enable us to add them to our systems in preparation for your visit. We do not accept resources on portable devices to link to our school IT equipment in line with our IT policy.

4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

4.6 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

See Rushey Mead Academy's safeguarding policy here

Education and training providers will be expected to adhere to this policy.

4.7 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.

Only software provided by the network may be run on TMET computers and laptops. You are not permitted to import or download applications or games from the internet unless our IT team agrees to do this on your behalf. You must not use any removable storage devices, such as USB pens with our hardware in line with our IT policy.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader. Providers will be met and supervised by a member of the careers team who will facilitate their visit.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in after school events. Students and parents will receive communication about these events by letter home and email.

Termly careers newsletters will be sent to parents/carers with all the latest careers and college application information to help them support their young people.

Careers information will be provided to parents/carers on 'Meet the tutor' evenings for all year groups.

If you would like to speak to the school about encounters with providers, please contact the Careers Leader (Fay Wilson) at careers@rushey-tmet.uk.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers. We collect this information through Microsoft Forms surveys.

6. Previous providers

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

Provider	Type of Provider
Army	Employer/apprenticeships
Barclays Life Skills	Employer
Beauchamp City Sixth Form	Sixth form college
Beauchamp College	School with Sixth form
Bradgate Sixth Form	School with Sixth form
De Montfort University (DMU)	Higher education
English Martyrs	School with sixth form
FSD Academy	Football Academy
Dunelm	Employer
Gateway College	Sixth form college
Heart of England	Training/Apprenticeship provider
Heartlink	First Aid
HMRC	Employer
Juniper Training	Training/Apprenticeship provider
Leicestershire Education Business Company (LEBC)	Work Experience
Leicester College	College
Leicestershire Cares	Mock Interviews
Leicestershire Constabulary	Employer/Apprenticeships
Loughborough College	College
Loughborough University	Higher Education
Meridian Space Centre	Employer/Enterprise Adviser
North Warwickshire & South Leicestershire College (NWSLC)	College
Nylacast	Employer
RAF	Employer/Apprenticeships
SMB Group	College
Samworth Brothers	Employer
University of Cambridge	Higher Education
University of Leicester	Higher Education
University of Nottingham	Higher Education
Uppingham School	Private School/ Sixth Form college
WQE	Sixth Form college

7. Pupil destinations

Last year, our year 11 pupils moved to a range of providers after school:

Please see link to the Destinations Data document from Connexions here

8. Complaints

Any complaints related to provider access can be raised following the school complaints procedure which can be found here.

9. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Complaints policy
- Equality and Diversity Policy
- Special Educational Needs and Disability Policy

10. Monitoring arrangements

Our school's arrangements for managing the access of education and training providers to pupils are monitored by Fay Wilson (Careers Leader) and LLEP (Leicester and Leicestershire Education Partnership).

This policy will be reviewed by Fay Wilson (Careers Leader) annually and approved by a member of the Academy's senior leadership team at every review.

The next review date is **August 2027.**