



Broadway Academy Trust Policies

Our Children. Our Community. Believe it can be done!

Careers Provider Access Policy

Approved by: Deep Experience/ Support Committee

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Policy statement on Provider Access

1. Introduction

- 1.1 This policy statement sets out Broadway Academy Trust's arrangements for managing the access of providers to students at the Academy for the purposes of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.
- 1.2 This policy forms part of the Academy's wider careers programme and supports the delivery of the Gatsby Benchmarks, in particular Benchmark 6 (encounters with further and higher education) and Benchmark 7 (encounters with employers and employees).

2. Student entitlement

- 2.1 Students in years 8-13 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.
 - 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.
- 2.2 For pupils of compulsory school age these encounters are mandatory and there will be a minimum of:
 - two encounters for pupils during the 'first key phase' (year 8 to 9)
 - two encounters for pupils during the 'second key phase' (year 10 to 11).For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.
- 2.3 These provider encounters will be scheduled during the main school hours, and the provider will be given a reasonable amount of time to, as a minimum:
 - share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
 - explain what career routes those options could lead to
 - provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
 - answer questions from pupils.
- 2.4 All encounters support students in developing an understanding of local and national labour market information (LMI), enabling them to make informed decisions about their future pathways.

Meaningful provider encounters

- 2.5 One encounter is defined as one meeting/session between pupils and one provider.

We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#)

All encounters are planned, delivered and evaluated to ensure they are meaningful. This includes appropriate preparation of students, active participation during the encounter and opportunities for reflection following the activity.

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

3. Management of provider access requests

Procedure

- 3.1 A provider wishing to request access should contact the Careers Leader (the Assistant Headteacher with responsibility for Careers) on 0121 566 4334 or e-mail enquiry@broadway-academy.co.uk

Opportunities for access

- 3.2 The Academy offers the six provider encounters required by law alongside a range of additional opportunities integrated within the wider careers programme.

Details of planned encounters are outlined on the [Academy website](#). This is updated every academic year.

Safeguarding

- 3.3 All providers visiting the Academy will be subject to the school's safeguarding procedures, as outlined in the Academy's safeguarding policy.

4. Premises and facilities

- 4.1 The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available suitable IT support 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.
- 4.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Academy librarian. The Resource Centre is available to all students at lunch and break times.

5. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers and Enterprise Company via provideraccess@careersandenterprise.co.uk