



Joseph Leckie Academy

Provider Access Policy

Approved by JLA Trust Board: 09/2021

Last reviewed on: 07/2025

Next review due by: 07/2026

1. Aims

1.1 This policy statement aims to set out our Academy's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

1.2 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

2.1 The Academy 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 purpose of informing them about approved technical education, qualifications or apprenticeships.

The Academy 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](#).

The Academy must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.2 below). This policy shows how our Academy complies with these requirements.

2.2 The Academy must offer **6** encounters to all students in years 8 to 13:

- **2** encounters for students during the 'first key phase' (year 8 or 9)
 - All students must attend.
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9.
- **2** encounters for students during the 'second key phase' (year 10 or 11)
 - All students must attend.
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11.
- **2** encounters for students during the 'third key phase' (year 12 or 13)
 - Students can choose to attend.
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13.

2.3 These encounters must happen for a reasonable period of time during the standard Academy day. The Academy can continue to provide complementary experiences, but encounters outside of Academy hours won't count towards these requirements.

The Academy 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 students.

2.4 Meaningful provider encounters. Our Academy is committed to providing meaningful encounters to all students. One encounter is defined as one meeting/session between students and one provider. Meaningful live online engagement is also an option at our Academy.

3. Student entitlement

3.1 All students in years 7 to 13 at Joseph Leckie Academy 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 to all available academic and technical courses

4. Management of provider access requests

4.1 **Procedure.** A provider wishing to request access should contact Camille Ebanks-Powell, Careers Leader, Tel: 01922 721071 or email: c.ebanks@josephleckieacademy.co.uk

4.2 **Opportunities for access.** A number of events, that are integrated into our careers programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parents/carers.

The following list provides examples of events from our Careers Programme for 2025-26:

	Autumn Term	Spring Term	Summer Term
Year 7	Homework Menu activities-Unifrog DWP	National Careers Week assembly National Apprenticeship Week Activities Homework Menu Activities-Unifrog Employer Visits(TBC)	PDP opportunities Careers Fair (TBC) Homework Menu activities-Unifrog Metro Alliance Bug/Tramp Stop Project
Year 8	Encounter with Training provider Homework Menu activities-Unifrog DWP	Key Stage 4 options event with employer event for students and parents/carers National Careers Week assembly UNIFROG Workshops PDP opportunities National Apprenticeship Week Activities Workshops – Talent Foundry	Careers Fair (TBC) PDP opportunities Homework Menu activities-Unifrog Metro Alliance Bug/Tramp Stop Project

	Autumn Term	Spring Term	Summer Term
		Homework Menu activities-Unifrog	
Year 9	Assembly and tutor group opportunities - Employability Skills Homework Menu activities-Unifrog Encounter with Training provider DWP	PDP opportunities - DWP CV writing National Careers Week assembly National Apprenticeship Week Activities Homework Menu activities-Unifrog	PDP opportunities Careers Fair (TBC) Inspire the Black Country Career and Skills Event Homework Menu activities-Unifrog
Year 10	Assembly and tutor group opportunities - employability skills PDP opportunities - DWP Work Experience Homework Menu activities-Unifrog	PDP opportunities National Careers Week assembly Talent Foundry Workshop National Apprenticeship Week Activities with Career Adviser Homework Menu activities-Unifrog Encounter with Training provider	Practice interview preparation sessions Work Experience Week Careers Fair (TBC) Inspire the Black Country Career and Skills Event Homework Menu activities-Unifrog
Year 11	PDP opportunities - DWP Practice Interview Year 11 Practice interviews 1:1 Meeting with Careers Adviser Homework Menu activities-Unifrog Encounter with Training provider The National School & College Leaver Festival	Post-16 Evening National Careers Week assembly Study Skills Evening with educational training providers National Apprenticeship Week Activities 1:1 Meeting with Careers Adviser Homework Menu activities-Unifrog	1:1 Meeting with Careers Adviser Confirmation of post 16 education and training destinations for all students Homework Menu activities-Unifrog
Year 12	Assembly and small group opportunities - future education, training and employment options Homework Menu activities-Unifrog	Small group sessions future education, training and employment options National Careers Week assembly National Apprenticeship	UCAS Week Work Experience Week Careers Fair (TBC) Homework Menu activities-Unifrog Encounter with Training

	Week Activities What Career Live?	provider
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	Autumn Term	Spring Term	Summer Term
		Homework Menu activities-Unifrog	
Year 13	Assembly and small group opportunities - future education, training and employment options Homework Menu activities-Unifrog Encounter with Training provider	Assembly and small group opportunities - employability skills National Careers Week assembly National Apprenticeship Week Activities Homework Menu activities-Unifrog	Homework Menu activities-Unifrog

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

4.3 Granting and refusing access. Access to students may be granted/refused based on the following criteria:

- The needs of the students.
- The needs of the curriculum.
- Timing of the Academy day.
- Nature of request from the provider.
- Number of requests received from providers.
- Number of requests received for a particular cohort of students.
- Quality of previous interactions with our students.

4.4 Safeguarding. Our children and vulnerable adult protection policy outlines the Academy's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the Academy's website.

4.5 Premises and facilities. Facilities available for providers include:

- Hall space with audio / visual equipment and access to the internet.
- Classroom facilities with projectors or interactive equipment.
- Computer room, if available.

4.6 The process for organising and agreeing which facilities can be used should be made when contacting the Careers Leader to identify the most suitable opportunity. Providers can leave prospectuses or other material for students to read with the member of staff who is supervising the group to distribute at an appropriate time, this may not be at the same time as the session.

5. Previous Providers

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

- Barhale
- DWP
- In-Comm

- Juniper Training
- KPMG
- Midland Metro Alliance
- Skills Training
- University of Birmingham
- University of Wolverhampton
- Walsall College
- Walsall Council
- WorkPays
- Henry Boots
- John F Hunt
- West Midlands Police
- Leopard Co
- Ocean Outdoor
- EiB Group
- Spark Media
- ITV News Central
- Balfour Beatty
- JLR
- WorkPays
- WorkTree
- PTP Training Provider

6. Student Destinations

6.1 Last year, our year 11 students moved to a range of providers in the local area after Leaving the Academy:

- Walsall College
- Sandwell College
- Sutton Coldfield College
- Juniper Training
- Dudley College
- Cadbury College
- Halloween College
- Matthew Bolton College
- Central St. Michaels Sixth Form College

6.2 Last year, our year 13 students moved to a range of providers in the local area after leaving the Academy:

- Sandwell College - Automotive
- Birmingham City University
- University of Wolverhampton
- University of Leicester
- Aston University
- University of Manchester
- University College Birmingham
- University of Law

- University of Northampton
- Oxford Brooks University
- Apprenticeships
- Nottingham Trent University

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7. Complaints

7.1 Any complaints related to provider access can be raised following the [Academy Complaints Policy](#), which can be found on the Academy website, or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

8.1 This policy links to the following Academy policies, all of which can be accessed via the Academy website.

- Child Protection and Safeguarding Policy
- Careers Education Policy, including Work Experience
- Teaching and Learning Policy
- Accessibility Policy
- Educational Visits Policy
- PDP Policy

9. Monitoring arrangements

9.1 The Academy's arrangements for managing the access of education and training providers to students is monitored by Camille Ebanks-Powell, Careers Leader. This policy will be reviewed by Camille Ebanks-Powell, Careers Leader annually. At every review, the policy will be approved by the Trust Board.