

Provider Access Statement

Document control table	
Title	Provider Access Statement: Olive AP Academy – Tunbridge Wells
Date updated & approved	May 2025
Approved by	Board of Trustees
Date of next review	July 2025
Updates/revisions included:	<ul style="list-style-type: none"> • Included statement highlighting that events will run in line with any measures related to public health incidents • Includes updates from the latest guidance on evidencing provision of 6 encounters • Signpost to process for complaints
This is an OA central template, which should be reviewed at a local level and updated accordingly – with the local version returned to OA central for filing.	

Aims

This policy statement aims to set out our school'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

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 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 pupils in years 8 to 13 (see more detail below). ***At Olive Academies, we provide education up to year 11, this equates to 4 encounters in years 8 to 11 – although in practice our students will have more encounters than this.***

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, 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 academy complies with these requirements.

The 4 encounters schools must offer to all pupils in years 8 to 11:

In line with statutory requirements, we offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

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 pupils

Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

We use the [Making it Meaningful checklist](#) from the Careers & Enterprise Company to help us ensure we provide meaningful encounters for all pupils.

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

Student entitlement

Students in years 8 to 11 in our academy 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests – OA-Tunbridge Wells

Procedure

A provider wishing to request access should contact the academy office by Email: info.tunbridgewells@oliveacademies.org.uk. and mark for the attention of Katy Wright our careers leader.

Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
KS3	Life skills – assembly and tutor group opportunities	Life Skills – work experience preparation sessions	Provision of careers advice and targeted support from Prospects
Year 10	Life Skills – work experience preparation sessions	Life Skills – work experience preparation sessions	Provision of careers advice and targeted support from Prospects
Year 11	Life Skills – assembly on opportunities at 16	Post 16 evening Post 16 taster sessions	Provision of careers advice and targeted support from Prospects

Please speak to Katy Wright our careers leader, to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

Reasons for declining requests

The academy reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams)
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader (who supports the delivery of impartial Careers Education, Information, Advice and Guidance [CEIAG] across the academy) would inform the provider of this decision and the reason why.

If the provider wishes to appeal this decision, they can contact the head of academy with overall responsibility for Careers & Employability at the academy. If the provider wishes to appeal the decision received, they should contact the Director of Academies at OA central.

Safeguarding

The academy policy on safeguarding (<https://aptunbridgewells.oliveacademies.org.uk/about-us/policies-and-documents>) sets out the academy's approach to allowing providers into the academy as visitors to talk to our students.

Premises and facilities

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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the headteacher or careers leader as directed.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the academy for sharing with students at other times.

Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum guidance

Complaints

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

Monitoring arrangements

The trust's arrangements for managing the access of education and training providers to students are monitored by the headteacher.

This policy will be reviewed by the Director of Academies annually.

At every review, the policy will be approved by the Board of Trustees (via Education Performance and Standards committee).