

Provider Access Policy



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Signed by: 

Position: Chair of Trustees

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Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711

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1. Aims

This policy statement aims to set out Inclusion Education's arrangements for managing the access of education and training providers to learners at its educational settings 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

2. Statutory Requirements

Provisions 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.

Provisions 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 below).

Provisions 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 Provisions complies with these requirements.

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

Inclusion Education must offer:

- 2 encounters for learners during the 'first key phase' (year 8 or 9)
- 2 encounters for learners during the 'second key phase' (year 10 or 11)
- 2 encounters for learners during the 'third key phase' (year 12 or 13)

All learners can choose to attend, where it is possible for them to do so, according to their Mental Health and SEND needs, but it is our organisation's aim to encourage and make necessary and supportive arrangements to enable learners to do this.

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

Provisions 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

Inclusion Education is committed to providing meaningful encounters to all learners.

One encounter is defined as one meeting/session between learners and one provider.

We are committed to providing meaningful encounters to all learners using the Careers & Enterprise Company's [Making it Meaningful checklist](#).

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our learners.

3. Learner Entitlement

All learners in years 8 to 13 at Inclusion Education's settings 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, e.g. through activities and events such as options events, Work Skills lessons and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of Provider Access Requests

4.1 Procedure

A provider wishing to request access for Inclusion College (16-25) should contact:

Liz Cooper (Headteacher) or Carly Smith (Progression & Opportunities Facilitator)

liz.cooper@inclusioncollege.org.uk

carly.smith@inclusioncollege.org.uk

01256 587718

A provider wishing to request access for Inclusion Provisions (11-16) should contact:

Ele Murphy (Deputy Head) or Amy Robertson (Work Skills Teacher)

ele.murphy@inclusionProvisions.org.uk

amy.robertson@inclusionProvisions.org.uk

01256 437177

4.2 Opportunities for access

Inclusion Education offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen on each setting's respective website.

Please speak to the named Careers Leads above to identify the most suitable opportunity for you.

Inclusion Education will make a suitable space available for discussions between the provider and learners, as appropriate to the activity. Inclusion Education will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the named Careers Leads or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the named Careers Lead so that they can be displayed for learners to access

4.3 Granting and refusing of access requests

Due to the needs of its learners, Inclusion Education may choose to withhold access to learners for those providers who make contact.

The named leads will provide details for this refusal in these rare circumstances.

4.4. Safeguarding

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

Education and training providers will be expected to adhere to this policy and acknowledge this on sign in.

4.5 Premises and facilities

The named leads will liaise with providers to outline rooms available and IT equipment. This will vary depending on the needs of the provider and the lesson slots being used.

Providers are encouraged to leave prospectuses and other materials for learners

5. Complaints

Any complaints related to provider access can be raised following the Provisions complaints procedure. This policy is available on our website.

6. Monitoring Arrangements

This Provider Access Policy will be reviewed by the Trustees bi-annually but may be reviewed earlier if deemed appropriate.

At each review, the policy will be approved by the Chair Trustees.

7. Links with Other Policies

This policy is linked to the following policies:

- Careers Policy
- Safeguarding & Child Protection policy
- Curriculum policy
- Mental Health Policy
- SEN Policy