



The Birley Academy

A L.E.A.D. Academy

PROVIDER ACCESS POLICY

*L.E.A.D. Academy Trust
2024/25*

POLICY/PROCEDURE MANAGEMENT LOG

Document	Provider Access Policy
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The Birley Academy: Provider Access Policy

Introduction

1. This policy statement sets out the academy's arrangements for managing the access of providers to the academy for the purpose 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. It is part of a wider strategy for careers at The Birley Academy.

Pupil entitlement

2. All pupils in Years 8 to 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.
 - to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
 - to understand how to make applications for the full range of academic and technical courses.
3. 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' (Years 8 to 9) and two encounters for pupils during the 'second key phase' (Years 10 to 11).
4. These provider encounters will be scheduled during the main academy 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.

Meaningful provider encounters

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' (see Appendix 4).
6. Meaningful online engagement is also an option. At the Birley Academy we are open to providers that can provide live online engagement with our pupils.

Previous providers

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

Name and address of organisation Address	Activity	Year group and number of pupils involved
The Sheffield College Granville Road Sheffield S2 2RL	Post 16 Options - Introduction Presentations in tutor time A Levels / Vocational / Apprenticeships	Year 11 students 210 - Sept 2024
All Saints Sixth Form Granville Road Sheffield S2 2RJ	Post 16 Options Parent/Student Event Employer/Provider Guidance	Year 11 students 95 – Oct 2024
Notre Dame High School Fulwood Road Sheffield S10 3BT		
King Edwards VII 6 th Form Glossop Road Sheffield S10 2PW		
Meadowhead School Dyche Lane Sheffield S8 8BR		
Army AFCO Townhead House 10 - 14 Townhead Road Sheffield S1 2EE		
Amey Olive Grove Depot Olive Grove Depot Sheffield S2 3DE		
CTS Training High Court Chambers Sheffield S1 2EP		
Leslie Francis Hairdressing 54-56 Fargate Sheffield S1		
RAF Townhead House 10 - 14 Townhead Road Sheffield S1 2EE		
Scott Anson Decorators Ltd 11-13 Birley Moor Crescent Sheffield S12 3AS		
SUFC Community Trust Firshill Crescent Sheffield S4 7DR		
SWFC Community Programme Penistone Road North Hillsborough Sheffield S6 1QB		
Powertherm Ltd Francis House Orgreave Drive Sheffield S13 9AR		
SYTH Northern General Hospital Herries Road Sheffield S5 YAU		
City Fibre Sheffield Programme H/O London WC2E 9HE		
Amey Streets Ahead Olive Grove Depot		

Sheffield S2 3GE				
Aviva Pomona Business Centre Pear Street Sheffield S11 8JJ				
The Sheffield College Granville Road Sheffield S2 2RL				
All Saints Sixth Form Granville Road Sheffield S2 2RJ				
South Yorkshire Police Moss Way Police Station Moss Way Sheffield S20 7XX				
HEPP –Sheffield Hallam University Howard Street Sheffield S1 1WB				
	Activity	Name and address of organisation Address		
B Braun Medical Brookdale Road Sheffield S35 2PW	Student Mock Interviews Employer Encounter	Year 11 students – 207 Dec 2024		
N G Bailey Carbrook Hall Road MBP3 Meadowhall Sheffield S9 2EQ				
Access Sports Academy St Georges Park Sheffield				
Opportunity Sheffield Moorfoot Building Sheffield S1 4PL				
NHS Teaching Hospitals Royal Hallamshire Hospital Glossop Road Sheffield S10 2JF				
Qualitas Sports Bochum Parkway Sheffield S8 8JR				
Reed Recruitment Leopold Street Sheffield S1 2JG				
Withers & Rodgers Solicitors Arundel Gate Sheffield S1 2SN				
Yorkshire Bank (Virgin Store) 66 Fargate Sheffield S1 2HE				
Tilbury Douglas Construction Sheffield Project Nix's Hill Industrial Estate Alfreton DE55 7FQ				
Sheffield Futures Star House 43 Division Street Sheffield S1 4GE				
SYTH Northern General Hospital Herries Road Sheffield S5 YAU			Inspiration Week – Employer Encounter Post 16 Encounter	Year 8 students 213 – January 2024
S Y Police Moss Way Police Station Moss Way Sheffield S20 7XX				

N G Bailey Carbrook Hall Road MBP3 Meadowhall Sheffield S9 2EQ		
HSBC 49 – 63 Fargate Sheffield S1 2HD		
Aviva Pomona Business Centre Pear street Sheffield S11 8JJ		
The Sheffield College Granville Road Sheffield S2 2RL		
All Saints Sixth Form Granville Road Sheffield S2 2RJ		
HEPP Sheffield Hallam University Howard Street Sheffield S1 1WB		
The Sheffield College Granville Road Sheffield S2 2RL	Apprenticeship Advice and Guidance - Apprenticeship Team	Year 11 students 42 – January 2024
S Y Police Moss Way Police Station Moss Way Sheffield S20 7XX	Inspiration Week – Employer Encounter Post 16 Encounter	Year 7 students 220– March 2024
Bhavani Law Shoreham Street Sheffield S1 4SB		
NHS Teaching Hospitals Royal Hallamshire Hospital Glossop Road Sheffield S10 2JF		
Gripple Ltd Saville Street East Sheffield S4 7UQ		
The Sheffield College Granville Road Sheffield S2 2RL		
All Saints Sixth Form Granville Road Sheffield S2 2RJ		
HEPP Sheffield Hallam University Howard Street Sheffield S1 1WB		

Destinations of our pupils

8. Last year, our Year 11 pupils moved to range of providers in the local area after leaving the academy:

Name and address of organisation Address	Pupils attending		Type of sustained education
	number	%	
The Sheffield College Granville Road Sheffield S2 2RL	140	67%	A' Level / BTEC/ T-level
All Saints Sixth Form Granville Road Sheffield S2 2RJ	7	3%	A' Level/ BTEC
King Edwards VII 6 th Form Glossop Road Sheffield S10 2PW	13	6%	A' Level/BTEC
Notre Dame High School Fulwood Road Sheffield S10 3BT	6	3%	A' Level
High Storrs Sixth Form High Storrs Road Sheffield S11 7LH	4	2%	A 'Level
Local apprenticeships	11	5%	Apprenticeship
Local Sports Academies	4	2%	BTEC
Other Post 16 Providers	20	10%	

Management of provider access requests

Procedure

- All provider access requests should be directed to the academy's careers lead using the telephone number and/or email address below. Any provider access request will only be approved by the headteacher once the vetting and due diligence process has been completed.
- A provider wishing to request access to the academy should contact:

Name	Ann Pemberton
Job Title	Careers Lead
Telephone	0114 239 2531 Ext: 2253
Email	Annpemberton@birleysecondaryacademy.co.uk

- Any provider requesting access must provide the information outlined on the provider access request form provided (Appendix 1) to the academy's careers lead three months prior to any request for access being accepted.

When considering each provider's access request:

- The headteacher will nominate a member of the senior leadership team who is responsible for the oversight of the vetting of providers and the maintenance of an accurate and comprehensive record of providers (Appendix 3).
- Prior to any proposed event, providers will be asked to provide the academy with the names of speakers who will be representing them. Failure to disclose this information may result in the event not being progressed.
- The nominated senior leader will task a member of staff to complete a vetting and due diligence check to ensure that speakers are not controversial as well as any necessary safeguarding checks.

15. Details of speakers representing providers will be recorded on the record of providers (Appendix 3) to show that the visit has been agreed to by the nominated senior leader.
16. The nominated senior leader will ensure that for representatives of these providers, staff at the academy take a photocopy of any identification.
17. The member of staff tasked with completing the vetting and due diligence check will complete part of the external speakers vetting and due diligence report (Appendix 2) recording the personal details of the speaker (name, provider they represent etc.), the open-source checks that have been completed, and the outcome of both the vetting and due diligence checks.
18. The senior leader will make a final decision to progress the provider and/or speaker based on the recommendation given by the member of staff and information submitted by the provider.
19. Once the checks have been completed, the nominated senior leader will task a member of staff at the academy with updating the record of providers (Appendix 3). This record is maintained throughout the year and not completed retrospectively. It may be subject to internal verification.
20. Following the completion of vetting and due diligence checks on a provider, the careers lead/member of staff organising the proposed event will be informed by the nominated senior leader of the outcome.
21. Providers will be informed by a member of staff at the academy of the decision and if approved, the academy's expectations for their delivery, including the need to ensure that there is no political indoctrination or discourses which would undermine the rule of law, the fundamental British values of democracy and harmony between faiths and cultures and safeguarding responsibilities.
22. The vetting and due diligence process will aim to take between 4-6 working weeks following receipt of the provider's initial request and submission of the provider access request form.
23. Where provider's requests are declined, the senior leader responsible for this decision will give the provider a brief explanation of the reasons behind why the request has been declined.
24. During each academic year the academy will accommodate a maximum number of provider access requested as is deemed reasonable by the headteacher while still adhering to statutory requirements.

Opportunities for access

25. The academy offers the four provider encounters required by law **marked in bold text** and a number of additional events, integrated into the academy careers programme.
26. The Birley Academy will offer providers an opportunity to come into the academy to speak to pupils or their parents or carers.

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> • IMPACT- Y8 students can participate in a university led scheme. 	<ul style="list-style-type: none"> • Inspiration Week- employers, HEPP and representatives from college and sixth form attend a Q&A event. 	
Year 9	<ul style="list-style-type: none"> • Inspiration Week- employers, HEPP and representatives from college and sixth form attend a Q&A event. 		CoachHE – Y9 students can participate in a university led scheme.

Year 10	<ul style="list-style-type: none"> • Higher Education Providers Presentations. Sixth form providers and Sheffield College to discuss A levels, T levels, BTEC and Apprenticeship routes. 		<ul style="list-style-type: none"> • Technical, vocational and academic taster sessions at Sheffield College and All Saints Sixth Form • Work Experience • Employer Encounter Carousal
Year 11	<ul style="list-style-type: none"> • Post 16 Provider Presentations, Sixth Form, Sheffield College and Apprenticeship Team. • Post 16 Event: Marketplace with 20 plus providers. • Apprenticeships Event: presentation to students and parents with Q&A session • Meetings with careers adviser • Post 16 applications • Employer interviews – students take part in ‘mock’ interviews with local employers 		<ul style="list-style-type: none"> • Confirmation of post-16 education and training destinations for all pupils

27. Please speak to our careers leader to identify the most suitable opportunity for you.

Premises and facilities

28. The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The vast majority of rooms are fitted with computers, projectors and digital screens. Computer suites can be arranged with prior notice.
29. The academy will also make available audio-visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the career’s leader or a member of their team.
30. Before any visit, the careers leader will work closely with any provider, to make any suitable arrangements for the audience, including any necessary adaptations for those pupils who may have special educational needs and/or disabilities.

Live or visual encounters

31. Meaningful online engagement is also an option, and The Birley Academy is open to providers that can provide live online engagement with our pupils.

Information

32. Following their visit, providers are welcome to leave a copy of their prospectus or other relevant course literature at the library, which is managed by the school librarian. The library is available to all pupils at lunch, break times and after school.

Management

33. The careers leader is responsible to the relevant senior leadership team line manager for coordinating all provider access requests in a timely and effective manner.

Parents and carers

34. Where possible, leaders encourage parental involvement. On occasions, parents may be invited to attend particular events to meet with providers so that they can help support their child make choices about their next steps in education, employment and training.

Complaints

35. Any complaints with regards to provider access can be raised to the headteacher, by following the academy complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Monitoring review and evaluation

36. This policy is monitored and evaluated annually by the senior leadership team in accordance with whole academy monitoring and evaluation processes.

APPENDIX 1

Provider access request form

Please use this form to submit your provider access request to the academy:

Please try to provide as much notice as possible in the case of date sensitive events, visits, etc. **Once completed, email the form to annpemberton@birleysecondaryacademy.co.uk** and a member of academy staff will be in touch.

Name and address of your organisation	
Telephone number of your organisation	
Your name and job title	
Your email address	
Date of form submission	
Date of proposed event	
Give a brief outline of your organisation below (<u>bullet points will suffice</u>)	
What & Why Give details of your event Include any specific reasons for the activity taking place, the type of qualification(s) or apprenticeships you intend to speak about etc. Include information about the careers to which those technical education qualifications or apprenticeships might lead.	

<p>Include a description of what learning or training with the provider is like, as well as your providers academic success rates for the last 3-years.</p>	
<p>Who Include names & year groups of any pupils you want to speak with and names & titles of any specific staff.</p>	
<p>When & where Include details of when the proposed activity will happen. Include details of where the proposed activity will happen if not within the academy.</p>	
<p>Details of any other organisation(s) involved (if applicable)</p>	
<p>Special requirements for speakers with disabilities or impairments</p>	

Include details of any specific arrangements or adjustments you would like us to make to assist with the proposed activity.	
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For help in completing this form or for advice on whether will be accepted, please telephone the academy directly on [0114 2392531](tel:01142392531).

Please note: The academy does not allow any form of provider photography during provider access events.

APPENDIX 2

External speakers vetting and due diligence report.

Vetting and Due Diligence Report

PERSONAL DETAILS			
Name of individual			
Previous name (e.g., maiden name)			
Current occupation			
Previous occupation(s)			
SOURCE CHECKS			
Google www.google.co.uk	<input type="checkbox"/>	Other (following Google or other links)	
www.deeperweb.com	<input type="checkbox"/>	Newspaper articles	<input type="checkbox"/>
Previous employers' website(s)	<input type="checkbox"/>	Websites and blogs	<input type="checkbox"/>
Companies House records https://beta.companieshouse.gov.uk	<input type="checkbox"/>	Pamphlets, newsletters etc.	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	YouTube www.youtube.com	<input type="checkbox"/>
LinkedIn www.linkedin.com	<input type="checkbox"/>		<input type="checkbox"/>
'X' https://twitter.com	<input type="checkbox"/>		<input type="checkbox"/>
http://snapbird.org (*)	<input type="checkbox"/>		
CONCERNS			
<ul style="list-style-type: none"> ▪ 			
RECOMMENDATION			
Low risk - proceed			<input type="checkbox"/>
Minor risk - areas of concern to be explored with the individual			<input type="checkbox"/>
High risk - individual should not be progressed			<input type="checkbox"/>
Checks completed by		Date completed	
ASSESSMENT OF RISK (to be completed by SLT)			
<p><i>Having considered the emerging evidence, please indicate the final decision to progress. Where minor risks have been identified, please explore with the individual and record outcomes below.</i></p>			
Signed		Date	

(*) Login with 'X' account and authorise this app (it will not post to your feed). Allows search beyond 10-day limit.

APPENDIX 3 Record of providers

See attached proforma.

APPENDIX 4 Meaningful provider encounters

https://resources.careersandenterprise.co.uk/sites/default/files/2022-11/1540_Make%20it%20meaningful%20checklist_v6%20%28FINAL%29.pdf



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