

Provider Access Policy Statement

The Forge Short Stay School



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1. Aims

The purpose of this policy is to outline the school's arrangements for managing access by education and training providers who wish to engage with pupils regarding the opportunities they offer. Specifically, it sets out:

- The procedures for submitting and processing requests for access
- The criteria for approving or declining such requests
- The facilities and resources that will be made available to approved providers

2. Statutory requirements

Schools are legally required to ensure that pupils in Years 8 to 13 have access to a range of education and training providers, with the aim of informing them about approved technical education options, qualifications, and apprenticeships.

In line with statutory guidance, schools must provide all pupils in Years 8 to 13 with a minimum of six encounters with technical education or training providers (see Section 2.1 for further details).

Additionally, schools are required to publish a policy statement that outlines the circumstances under which such providers will be granted access to pupils.

These duties are set out in Section 42B of the Education Act (1997), the Skills and Post-16 Education Act (2022), and on page 43 of the Department for Education's *Careers Guidance and Access for Education and Training Providers* statutory guidance.

This policy explains how our school meets these statutory requirements.

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

Under the Provider Access Legislation in the UK (updated as part of the *Skills and Post-16 Education Act 2022*), schools are required to provide a minimum of four encounters with technical education and apprenticeship providers to all pupils in Years 8 to 11. Here is a breakdown of the requirement:

Minimum Provider Access Requirements for Years 8–11:

Schools must offer:

- At least two encounters for pupils in Years 8 or 9
- At least two encounters for pupils in Years 10 or 11

Purpose of These Encounters:

These encounters must give pupils meaningful opportunities to:

- Learn about approved technical education qualifications and apprenticeship options
- Understand different routes they can take after secondary education

The Forge will ask each provider to consider and prepare this information prior to meeting with pupils. The SEND needs of the pupil groups will also be clearly communicated and discussed with providers before any encounters take place. Providers may leave literature or website addresses to inform any follow-up activities.

In line with Section 42B of the Education Act (1997) and the Skills and Post-16 Education Act (2022)

Year 8

Encounter 1:

- **Title:** Introduction to Technical Education Pathways
- **Provider:** HOW College
- **Format:** Assembly presentation and Q&A
- **Term:** Spring

Encounter 2:

- **Title:** Skills for the Future: What Employers Look For
- **Provider:** Local apprenticeship training provider from WCC
- **Format:** Assembly presentation and Q&A
- **Term:** Summer

Year 9

Encounter 3:

- **Title:** Understanding Apprenticeships
- **Provider:** National Apprenticeship Service representative
- **Format:** Small-group sessions with pupil activities
- **Term:** Autumn

Encounter 4:

- **Title:** Technical Qualifications and Career Progression
- **Provider:** Specialist technical college or UTC – NOVA college or
- **Format:** Talk and career discussion booths
- **Term:** Spring

Year 10

Encounter 5:

- **Title:** Post-16 Options: Apprenticeships vs A-Levels vs T Levels
- **Provider:** Combination of FE college and apprenticeship provider
- **Format:** Panel discussion with provider Q&A
- **Term:** Autumn

Encounter 6:

- **Title:** Sector-Focused Taster Sessions
- **Provider:** Employers or sector-specific training organisations (e.g. construction, health, IT)
- **Format:** Hands-on workshops or taster day
- **Term:** Spring

Year 11

Encounter 7:

- **Title:** Preparing for Post-16: Routes to Employment
- **Provider:** Local training provider and careers adviser
- **Format:** 1:1 guidance and provider fair
- **Term:** Autumn

Encounter 8:

- **Title:** Applying for Apprenticeships
- **Provider:** Apprenticeship ambassador/employer representative
- **Format:** Application workshop and live vacancy walk-through
- **Term:** Spring

Notes:

- All encounters take place **during the school day**.
- Parents and carers may be invited to select events to support informed decision-making.
- Providers are invited through the school's published **Provider Access Policy**.

2.2 Meaningful provider encounters

The Forge is committed to providing meaningful encounters to all pupils. These encounters are tailored to meet the needs of pupils in different pathways at The Forge. Encounters are embedded into an on-going Careers and PSHE, curriculum the 4 Preparing for Adulthood (PFA) outcomes.

The advice within Making it Meaningful checklist from the Careers & Enterprise Company is used to support all of our encounters. In short:

- Providers are fully briefed about their role and needs of pupils at The Forge.
- The Forge staff prepare pupils prior to each event, supporting pupils in formulating their own questions for each provider. Pupils engage with providers directly, using their preferred methods of communication and supported by class staff. The outcomes and follow-up activities are recorded for each pupil using the Careers and Transition framework on Evidence for Learning.

- Parents are informed via the school about any career's activity taking place, including open events at local providers. They are invited to The Life Beyond School events and supported, where required, to engage with providers.

Meaningful live online engagement is also an option at our school. We make use of the Xello and Springpod platforms.

3. Pupil entitlement

All pupils, in years 8 to 11, at The Forge 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 and be supported to make applications for the full range of academic and technical courses.

Many pupils at The Forge hold an ECHP of Special Educational Needs. Their needs and aspirations will be considered when organising provider access. We are committed to providing relevant, meaningful and aspirational encounters for all our pupils.

4. Management of provider access requests

4.1 Procedure

Any provider wishing to request access should contact Marc Cresswell, Careers Lead.

Telephone: 01527 597 936

Email: mcresswell@theforge.worcs.sch.uk

4.2 Opportunities for access

A number of yearly events, set out below, are integrated into our careers and transition programme. These are enhanced by numerous visits and encounters arranged by teachers to meet the needs and aspirations of the pupils in their classes. Providers are welcome to contact us at any time over the year to request access to one of our planned events or to arrange a bespoke visit.

	TERM 1	TERM 2	TERM 3	TERM 4
YEAR 7	Army Careers visit SENDIASS Carers advice service		SENDIASS Carers advice service	Army Team Building Day
YEAR 8	Army Careers visit SENDIASS Carers advice service	The Skills Show	SENDIASS Carers advice service	Army Team Building Day
YEAR 9	Army Careers visit SENDIASS Carers advice service	The Skills Show	SENDIASS Carers advice service	Army Team Building Day

	TERM 1	TERM 2	TERM 3	TERM 4
YEAR 10	Army Careers visit SENDIASS Carers advice service	Internal work experience week (Exp – 2026)	SENDIASS Carers advice service	Life beyond school Army Team Building Day
YEAR 11	Army Careers visit SENDIASS Carers advice service	Life beyond school Internal work experience week (Exp – 2026)	SENDIASS Carers advice service	

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

4.3 Granting and refusing access

All requests from providers will be welcomed and facilitated where possible. The following will be considered when granting access:

- level of course/provision offered
- relevance and accessibility to The Forge pupils
- locality of provider
- safeguarding
- bespoke opportunities can be planned although the school calendar and timetable must be taken into consideration

4.4 Safeguarding

Our safeguarding policy is available to view on Th Forge website. The school's procedure for welcoming visitors into school is outlined in our Code of Conduct, also found on the Forge website. [The Forge – Secondary Short Stay PRU Redditch](#)

Education and training providers will be expected to adhere to The Forge policies.

4.5 Premises and facilities

Appropriate rooms will be allocated. Classroom interactive whiteboards are available for provider's use. Any specialist furniture, equipment and audio/visual devices can be discussed beforehand. Any measures related to public health incidents will be communicated by all parties.

5. Previous providers

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

Kidderminster College

Halesowen College

HoW College

Mencap

NOVA Training

Worcester Apprenticeships

Online workshops- WorkPays, IGD, WorldSkills uk,
British Army
More Talk More Action

6. Pupil destinations

Last year, our year pupils moved to a range of providers in the local area after school:

The Forge Leavers Destinations 2024
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Category	Total (Mar 2025)		Total (Nov 2024)	
	Number	%	Number	%
F.T Education - Total	6	42.9	7	50.0
School Sixth Form	1	7.1	1	7.1
Sixth Form College	0	0.0	0	0.0
F.E. College	5	35.7	6	42.9
Other Post-16 Education	0	0.0	0	0.0
Non-employed Training	2	14.3	1	7.1
Employment - Total	1	7.1	1	7.1
Apprenticeship	1	7.1	1	7.1
Employment with training leading to NVQ 2 and above	0	0.0	0	0.0
Other employment	0	0.0	0	0.0
Not Settled - Total	4	28.6	4	28.6
Voluntary and Part-Time Activities	1	7.1	0	0.0
NEET Available (Unemployed)	3	21.4	4	28.6
NEET Unavailable	0	0.0	0	0.0
Others including moved out of contact, no response and refused to participate	1	7.1	1	7.1
TOTAL	14	100.0	14	100.0

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure (Complaints and Unreasonable Complainants Policy available on The Forge website) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

The following relevant information can be found on The Forge website:

- [Safeguarding Policy \(including Child protection\)](#)

- Careers Strategy
- Code of Conduct
- Complaints and Unreasonable Complainants Policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Daniel Smith, Headteacher.

This policy will be reviewed yearly by Daniel Smith and Marc Cresswell.

At every review, the policy will be approved by the governing board.