



MILLAIS SCHOOL
— In Pursuit of Excellence —

Millais School

Provider Access Policy Statement

Date of Last Review:	April 2025	Owner:	SLT Careers Leader
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1. Aims and Rationale

High quality careers education and guidance in school or college is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications. Millais is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships.

Millais is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical. Millais endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The DfE, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

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

2. 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 in section 2.1 below).

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 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

2.1 : The 6 encounters schools must offer to all pupils in years 8 to 13. As Millais is an 11 – 16 school, 4 encounters will be provided for the first and second key phases only.

Schools must offer:

- 2 encounters for students during the 'first key phase' (year 8 or 9) that are mandatory for all students to attend
 - 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) that are mandatory for all pupils to attend
 - 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).

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 won't 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 students

The encounters happen through a number of different methods.

- ✓ Each year group in Years 7 – 10 will have at least one encounter, ranging from author visits to our Industry Meet and Greet afternoon. This will involve students being off timetable for the day and a programme being delivered by an external partner.
- ✓ Apprenticeship Support - We work with a local provider who offers a series of workshops for our Year 11 students who need support. This provider also hosts information assemblies for Year 9 and 10.
- ✓ Guest Speakers - It is typical for us to have a number of guest speakers throughout the year, they will speak to the audience and then have an open Q&A session afterwards.
- ✓ Work Experience - Students are able to self-find a placement. The school will then complete the necessary Unifrog paperwork for the placement to proceed.
- ✓ Virtual workshops and work experience - we offer a range of these throughout the year. These are posted on the student year group TEAMS Careers channel.

2.2 Meaningful provider encounters

Millais is committed to providing meaningful encounters to all students.

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

We enlist in a number of programmes which we have been informed about through the West Sussex CEC, and these sessions / programmes have been designed to ensure it is a meaningful encounter.

Local LMI is used to support us in engaging companies for encounters for an industry area we may be lacking in and also to show students how relevant each workshop or encounter is to their local labour market. There are clear links and information given about the different pathways and routes into employment.

3. Student Entitlement

All students in years 8 to 13 at Millais 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, through activities and events such as options events, assemblies and taster events. Information about college and School Open Days are shared with the relevant Year groups through their tutors, assemblies and TEAMS pages.
- Understand how to make applications for the full range of academic and technical courses

4. Management of Provider Access

4.1 Procedures

A provider wishing to request access should contact:

Caroline Jones, Assistant Headteacher – Careers Leader.

Telephone: 01403 254932

Email: clj01@millais.org.uk

Alternatively, people are able to contact reception who will forward their details to the relevant member of staff.

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into the school to speak to students and/or their parents/carers.

Please see the table below which outlines these opportunities:

Year Group	Autumn Term	Spring Term	Summer Term
7	Author Visit	National Careers Week	Royal Navy Team Building
8	Assembly and tutor group opportunities – employability skills	National Careers Week Assembly and tutor group opportunities – employability skills STEM Event (every other year)	Assembly and tutor group opportunities – employability skills Job Speed Dating Event – parent and industry contribution
9	Assembly and tutor group opportunities – employability skills	National Careers Week Assembly and tutor group opportunities – employability skills STEM Event (every other year) Key Stage 4 options event Meeting with careers adviser opportunities	No encounters – encounters must have taken place by 28 February

		GCSE Guidance interviews	
10	<p>Assembly and tutor group opportunities – employability skills</p> <p>Meeting with careers adviser opportunities</p> <p>Post-16 technical education options assembly with General Further Education College</p> <p>Work Experience launch</p>	<p>National Careers Week</p> <p>Assembly and tutor group opportunities – employability skills</p> <p>Meeting with careers adviser opportunities</p> <p>Technical/vocational tasters at local college/s, training providers – letter to parents</p> <p>Work experience preparation assemblies</p>	<p>Tasters at local college/s, training providers</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Assembly and tutor group opportunities – employability skills</p> <p>Work experience preparation sessions</p> <p>Work experience – in-person</p> <p>Virtual Work Experience opportunities</p>
11	<p>Assembly and tutor group opportunities – employability skills</p> <p>Meeting with careers adviser</p> <p>Post 16 Aspiration Interviews</p> <p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Post-16 applications</p>	<p>National Careers Week</p> <p>Assembly and tutor group opportunities – employability skills</p> <p>Post-16 interviews</p> <p>Apprenticeships – support with applications</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all students</p>

Please speak to 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.

4.3 Granting and refusing access

- Access is generally granted to external providers
- We encourage colleges, sixth form schools, apprenticeship providers, individual companies and universities to come and speak to all year groups, depending on their target audience
- Access to year groups is denied at times when they are sitting whole school exams
- Access is denied if we are unsure of the provider or there is another matter of disrepute in regards to the provider
- Access to Year 11 will be denied if it is too close to summer exams

4.4 Safeguarding

Our Safeguarding and Child Protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Our school is able to provide various facilities for their visits with us. Please see below what we can offer in terms of our premises and facilities.

- Providers can use classrooms, the LRC and/or the main school halls/ sports hall for workshops / events.
- Rooms that are required are booked out for the event. This may be done in conversation with a classroom teacher, if we are using communal space, this will be booked through our lettings team.
- For larger group workshops and guest speakers the main hall can be used.
- Access to the fields and open space can be given if required. Provider Access Policy 2024-05 Page 6 of 5
- We have access to laptops if the encounter requires students to work online - these will need to be booked in advance so please inform us asap if these are required.
- Electronic display boards are available in all rooms.
- For all computer equipment and technical support, the IT department will support in setting up and throughout the event.
- Providers are able to leave prospectuses and other material, this may include posters or leaflets with information about open days

- When required, we will follow advice from Public Health England. Any measures that are needed will be implemented.

5. Previous Providers

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

Industry coverage ranging from:

Cocos Hair Salon

Little Monkeys

Anne Frank Montessori Nursery

Easyjet

British Airways

Chess

Wates

JPMorgan

West Sussex County Council

Halfords

Post 16/ 18 routes ranging from:

ASK Apprenticeships

Richard Collyer's Sixth Form College

The Weald

Hazelwick

Holy Trinity

Christ's Hospital

Hurst

Burgess Hill Girls' School

Worth

Plumpton

CCG (Chichester College Group)

6. Student Destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

Richard Collyer's Sixth Form College

The Weald

Hazelwick

Holy Trinity

Christ's Hospital

Hurst

Burgess Hill Girls' School

Worth

Plumpton

CCG (Chichester College Group)

7. Complaints Procedure

Any complaints about this policy should be raised to Caroline Jones, email:
caroline.jones@millais.org.uk

Caroline Jones will raise the complaint to Dr. Alison Lodwick, email:
alison.lodwick@millais.org.uk

8. Links to Other Policies

It supports and is underpinned by key school policies including those for Careers, Safeguarding and Child Protection, Equality and Diversity, SEND and our Curriculum Policy.

9. Development

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (Headteacher) based on current good practice guidelines by the Department for Education.

10. Monitoring Arrangement

- The Policy is monitored and evaluated annually via the SLT and Governing Body. At every review, the policy will be approved by the governing body.
- The Careers Education programme is planned, monitored and evaluated by the Careers Lead; annually.
- The school further evaluates the CEIAG provision against the Gatsby Benchmarks through the use of the Careers and Enterprise Company's Compass and Tracker toolkits.
- Progress against these Benchmarks is monitored at regular meetings by the Enterprise Advisor and the Enterprise Coordinator in conjunction with the Careers Lead.
- The school is committed to reviewing the Benchmarks on an annual basis and further embedding this good practice to ensure students continue to receive an outstanding provision.