

ACET Provider Access Policy Statement – Shirebrook Academy

DATE: July 2026

POLICY LEAD: Executive Principal

APPROVED BY: Trustees (C&S Committee)



Excellence



Equity



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DOCUMENT CONTROL

Policy Level	Trust (Senior only)	
Approved By	Trustees (Committee and Standards Committee)	
Approval Date	July 2026	
This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice		
Policy Lead / Author	Executive Principal / R. Hibberd	
Version Number	Date Issued	Updated Information
V1	May 2025	New version of the document.
V2	July 2026	Updated to reflect the DfE Careers Guidance and Access for Education and Training Providers Statutory Guidance (June 2026), the Provider Access Legislation (PAL), the Gatsby Benchmarks and the Government's Modern Work Experience reforms. Student entitlement, provider access requirements, work experience provision, granting/refusing access, premises and facilities and monitoring arrangements expanded and merged with the academy-level Provider Access Policy Statement 2026–2027 for Shirebrook Academy (Policy Owner: Careers Leader / Personal Development Lead; academy-level review date: July 2027). Shirebrook Academy encounters programme (section 4.4) updated for the 2026–2027 academic year.

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1. Aims and intent

This policy statement aims to set out the 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

The requirements and entitlements in sections 2 and 3 apply to every secondary academy in the ACET Trust. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named academy adopting the policy.

This policy statement sets out the academy's arrangements for managing the access of providers to students at 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.

2. Statutory requirements

Academies 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.

Academies must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

Academies 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](#).

This policy shows how our trust complies with these requirements across our academies.

2.1 Our commitment: The 6 encounters academies must offer to all students in years 8 to 13

Shirebrook Academy is committed to providing a stable and progressive careers programme from Years 7–11, ensuring all students understand the full range of learning pathways available and have access to technical, vocational, academic and apprenticeship routes.

Academies must offer:

- 2 encounters for students during the 'first key phase' (year 8 or 9)
- 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)
 - 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) if necessary.
 - Students can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

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

Academies 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

Student entitlement - All students in years 7 to 11 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.

New compliance guidance from January 2023

Year 7 are offered the opportunity to meet with a careers advisor and will have mandatory assemblies on pathways and careers options.

2.2 Meaningful provider encounters

Each academy is committed to providing meaningful encounters to all students.

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

Meaningful live online engagement is also an option in all secondary academies.

3. Student entitlement

All students in years 8 to 13 in the ACET Trust 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, assemblies and taster events and careers fairs
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

4.1 Procedure

The academy welcomes requests from colleges, universities, apprenticeship providers, employers, training providers and professional organisations.

Any provider wishing to access or provide IAG to our students as part of our careers programme will be supported by our teaching staff throughout their visit and never left unattended. We will make available appropriate resources to support provider presentations, which will be discussed and agreed in advance to ensure material meets our quality assurances and security measures.

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

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

Providers are welcome to leave copies of their prospectuses or course literature and we will distribute them to relevant students and have them available in our career's library.

Students can drop into our careers library to access this information or will be provided relevant information in their career's guidance interviews.

We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through direct Email and in our careers bulletin.

A provider wishing to request access should contact:

Principal: Mrs Lindsey Burgin

Telephone: 01623 742722

Email: lburgin@shirebrookacademy.org

Careers Leader: Rob Duroe, Assistant Vice-Principal

Telephone: 01623 742722

Email: rduroe@shirebrookacademy.org

As an academy, we ask each provider to give us the following information so that students and parents/carers can make informed choices:

- Information about their provision 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 our students may have

4.2 Work Experience (2026 reforms)

From September 2026, the academy will reform its work experience provision so every learner can access at least two weeks of work experience across Key Stages 3 and 4.

Years 7–9:

- Employer encounters – employer encounter / work shadowing
- Workplace visits
- Enterprise projects
- Industry challenge days
- Virtual work experience

Years 10–11:

- Traditional placements – 25 hours Year 10 work experience week
- Hybrid placements

- Sector-specific placements
- Supported placements for SEND learners

4.3 Meaningful Work Experience

All work experience activities will include:

- Clear learning objectives
- Preparation activities
- Employer interaction
- Reflection and evaluation
- Opportunities to develop employability skills

4.4 Opportunities for access – Shirebrook Academy

A number of events, integrated into our careers programme, will offer providers an opportunity to come into our academy and speak to our students in the 2026-27.

	Autumn Term	Spring Term	Summer Term
Year 7	Bolsover District Youth Council – meeting – attended by local employers and providers. PSHE lessons – Careers. Careers Assemblies with providers.	Personal Development Day 2 - 11th Mar 26 2WL Ltd – Local Employer, Career Talk DWP – Careers LMI Involvement in Apprenticeship Week assembly/form time activity – [Monday 9th February – 13th February] NAW – Virtual Assembly offered by DWP Bolsover District Youth Council – meeting – attended by local employers and providers. National Careers Week/National Apprenticeship Week activities & assemblies. Impartial mandatory assembly delivered by local Colleges/apprenticeship providers – introduction to pathways at colleges including apprenticeships and vocational courses.	Personal Development Day 3 - 1st July 26 Network Rail – Rail Safety Bolsover District Youth Council – meeting – attended by local employers and providers. Personal Development Day 3 – Y7 Community – attended by local providers/employers. Employer Encounter Day – 5 hours. Personal Development / Career Mornings – 6 hours.
Year 8	Personal Development Day 1 - 23rd Oct 2025 Derbyshire CGL (Change, Grow, Live) – Basic Drugs & Alcohol Workshop Bolsover District Youth Council – meeting –	Personal Development Day 2 - 11th Mar 26 AMEY – Highway Maintenance/ Engineering Chesterfield College - STEM 3D Dinosaurs North Notts College - STEM Careers & Courses	Personal Development Day 3 - 1st July 26 DANCOP - Careers and Industries and Time Management Bolsover District Youth Council –

	attended by local employers and providers. PSHE lessons – Careers. Year 8 Careers lesson (intro to careers provision, decision making/informed choice, gender stereotyping). Careers Assemblies with providers.	(external/internal delivers to discuss how different STEM subjects can lead to a wide range of careers paths). Involvement in Apprenticeship Week assembly/form time activity – [Monday 9th February – 13th February] Bolsover District Youth Council – meeting – attended by local employers and providers. National Careers Week/National Apprenticeship Week activities & assemblies. Personal Development Day 2 – Y7 Careers/Y8 STEM – Introduction to STEM. Impartial mandatory assembly delivered by local Colleges/apprenticeship providers – introduction to pathways at colleges including apprenticeships and vocational courses.	meeting – attended by local employers and providers. Year 8 Work Shadowing Day. Y8 Progressions – attended by providers. Employer Encounter Day – 5 hours. Personal Development / Career Mornings – 6 hours.
Year 9	Personal Development Day 1 - 23rd Oct 2025 Derbyshire Sexual Health – Contraception Bolsover District Youth Council – meeting – attended by local employers and providers. PSHE lessons – Careers. GCSE options – Assemblies/form times. Impartial mandatory assembly delivered by Local Colleges/apprenticeships.	Personal Development Day 2 - 11th Mar 2026 West Nottinghamshire College - Hidden Roles in Business Mortgage 1st - Mortgages & Financial Business Involvement in Apprenticeship Week assembly/form time activity – [Monday 9th February – 13th February] Intro to T Levels – delivered by local college provider DWP – Careers & LMI Sessions delivered – 6 Week workshop. GUTS (STEM Event) Magna Trip 18/3/26 Opportunities to visit colleges – technical and vocational. Bolsover District Youth Council – meeting – attended by local employers and providers. GCSE Options assemblies. Personal Development Day 2 – Financial Literacy – attended by local employers/colleges/apprenticeship providers.	Personal Development Day 3 - 1st July 2026 – Industry Day North Notts College – Hairdressing and Childcare Central Medical Services - Medical & Health Care Workshop Matthews & Tannert LTD – Electrical Taster Session Chesterfield College – Careers and Post 16 options Hair & Beauty / Professional Construction / Performing Arts / Sixth Form / Hospitality / Automotive / Engineering No encounters – Year 9 encounters must have taken place by 28 February.

		Y9 GCSE Options Evening – Student & Parent Event. Assemblies: Introduction to HE and Post 16 Pathways – vocational pathways/T-Levels/BTEC and technical qualifications/university and Apprenticeships. Employer assemblies – various employers.	Bolsover District Youth Council – meeting – attended by local employers and providers. Personal Development / Career Mornings – 6 hours.
Year 10	Personal Development Day 1, 23rd Oct 2025 DANCOP – Routes in to Post 16. AMEY Engineering – Engineering Careers DWP – Careers & LMI Sessions delivered – 6 Week workshop. Employer assembly – Department for Work & Pensions – Employer expectations. Work Experience Launch to Parents Evening. Bolsover District Youth Council – meeting – attended by local employers and providers. Support for KS4 transition. PSHE lessons – Careers. Careers Assemblies.	Personal Development Day 2, 11th Mar 26 Talk The Talk – Oracy and Communication Ask!! Apprenticeship – Registration Workshop during Personal Development Days 1 & 3 Involvement in Apprenticeship Week assembly/form time activity – [Monday 9th February – 13th February] University Tour – University of Derby as part of 'Think, Reflect, succeed' programme run through DANCOP. DANCOP 'HE & ME' Programme at the University of Derby. Mock Interviews - Employer Engagement. Bolsover District Youth Council – meeting – attended by local employers and providers. Specific Assembly – Apprenticeship Focus. Year 10 – Impartial mandatory assembly for all Y10 students on the benefits of technical education – local Colleges.	Personal Development Day 3, 1st July 26 Work Experience – Employer Interactions to discuss entry requirements into sector. WEX Experience Preparations. WEX completion with local employers. Bolsover District Youth Council – meeting – attended by local employers and providers. Work Experience week – whole year group – 25 hours. CIEAG Interviews start. Progression Day & Taster sessions – Chesterfield College.
Year 11	Post 16 Options Assembly. Post 16 Careers Evening – providers from across the area to discuss career pathways and opportunities for study. Technical colleges invited and vocational providers along with academic provision. Personal Development Day 1, 23rd Oct 2025	Personal Development Day 2, 11th Mar 26 Assembly to deliver Post 16 options information covering all routes, inc. T Levels and Apprenticeships Bespoke workshop for Y11 students to help them apply for their courses and apprenticeships – Careers Team Involvement in Apprenticeship Week assembly/form time activity	No encounters – encounters must have taken place by 28 February. Confirmation of post-16 education and training destinations for all pupils. Bespoke workshop for Y11 students to help them apply for their courses and apprenticeships – Careers Team.

	West Notts College – College Life Chesterfield College – Post 16 Options Made in Chesterfield Employer Visit – MSE Hiller Chesterfield College Visit 19/11/25 - Progression Day Local 6th form Visits – All Saints 9/12/25 CIEAG interviews. Post 16 Open days for all providers – widely communicated to students and parents.	– [Monday 9th February – 13th February] Confirmation of 'intended destinations' for post-16 education and training destinations for all pupils. CIEAG interviews.	CIEAG interviews.
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4.5 Granting and refusing access

Employers may be invited to take part in the following activities in the academy:

- Careers fairs
- Mock interviews
- Workshop style events
- Pop up lunchtime events
- Careers activity day
- Assemblies / drop down presentations
- Work experience placements and work shadowing

4.6 Safeguarding

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

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

4.7 Premises and facilities

Should employers wish to visit any ACET secondary academy they would be expected to bring DBS / warrant card information and sign in at reception.

Should employers need IT support all materials should be sent ahead of time so that appropriate support can be provided on the day.

Employers are encouraged to bring with them all advertising materials and banners and can leave resources to be shared in the careers office.

The academy can provide presentation rooms, assemblies, classrooms and careers events opportunities to support provider visits.

5. Complaints

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

6. Monitoring arrangements

The arrangements for managing the access of education and training providers to students is monitored by Sarah Rhodes, ACET Trust Personal Development Lead.

This policy will be reviewed by Sarah Rhodes and academy leaders.

At every review, the policy will be approved by the board of trustees and shared with the Local Governing Body.

The impact of provider encounters and work experience will be evaluated through student voice, provider feedback, destination data, Gatsby Benchmark reviews and careers programme evaluations.

7. Publication

This policy will be published on the academy website and reviewed annually.