



*Creative
Education
Trust*

CREATIVE EDUCATION TRUST PROVIDER ACCESS POLICY STATEMENT

Ownership: Ellis Guilford School

Date updated: September 2025

Next Review: September 2026

Rationale

Creative Education Trust believes that all our pupils deserve the best start in life. We are ambitious for every child to become an educated, confident, active, and responsible citizen. Whether going on to university, securing an apprenticeship or entering the workplace, we want every young person who leaves a Creative Education Trust school to have real choices. That is why, as well as academic excellence, we seek to provide the best possible careers education, support, and guidance, as well as unique extra-curricular opportunities for every pupil to discover what they're good at and where their passions lie.

High quality careers education and guidance in school is critical to young people's futures, supporting their personal development and preparing them for the world of work. Careers education helps pupils to make impartial and informed choices, understanding the range of options available to them, including routes to jobs they might find engaging and rewarding.

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.

Commitment

Creative Education Trust's Provider Access Policy sets out our schools' arrangements for managing the access of providers to pupils for the purpose of giving them information about the provider's education or training offer. This complies with the legal obligation of schools under Section 42B of the Education Act 1997, and with the Department for Education's 'Careers guidance and access for education and training providers' (updated January 2023).

Ellis Guilford School manages the access of providers of CEIAG and related employability programmes to pupils for the purpose of giving pupils information about the providers' education or training offers.

Ellis Guilford School is committed to ensuring there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships.

Ellis Guilford School is fully aware of the responsibility to set pupils 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.



Ellis Guilford School endeavours to ensure that all pupils are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting pupils to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

Ellis Guilford School’s policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our pupils of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of pupils becoming NEET (young people not in education, employment, or training).

Pupil Entitlement

Creative Education Trust schools are committed to fulfilling their statutory duties for pupils to have direct access to other providers of further education training, technical training, and apprenticeships.

Our schools will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships, including:

- Two encounters for pupils during years 8-9 that are mandatory for all pupils to attend
- Two encounters for pupils during years 10 or 11 that are mandatory for all pupils to attend
- Two encounters for pupils during years 12 or 13 that are mandatory for the school to put on but optional for pupils to attend.

This will be done as part of each school’s Careers Education, Information, Advice and Guidance programme, which includes school assemblies, timetabled Careers lessons, careers fairs and further opportunities arranged in school.

An overview of Ellis Guilford School’s Careers Policy can be found here: [Careers Education - Ellis Guilford School](#)

Development

Ellis Guilford School’s senior leadership team and Careers Leader are responsible for ensuring the information in this policy is up to date.

This policy has been developed and will be reviewed annually by CET, based on current good practice guidelines by the Department for Education.

Links with other policies

Creative Education Trust’s Provider Access Policy supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, Teaching and Learning, Behaviour for Learning, SEND and by the School Improvement Plan.



Equality and Diversity

Access to other providers is available and promoted to allow all pupils to access information about providers of further education and apprenticeships. Ellis Guilford School is committed to encouraging all pupils to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Nick Lever, Careers Leader. Nick Lever may be contacted by telephone or email, nick.lever@ellisguilfordschool.org.uk, Tel 01159131338.

Pupils may also travel to visit another provider as part of the trip to be organised in partnership with Ellis Guilford School.

Appendix A is an example of providers who have worked with Ellis Guilford School to date.

Details of premises or facilities to be provided to a person who is given access

Ellis Guilford School will make a suitable space available for discussions between the provider and pupils, as appropriate to the activity. The school 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 Careers Advisor or a member of their team.

Appropriate safeguarding checks will be carried out. Providers visiting the school should expect to be supervised by a member of school staff, in line with Creative Education Trust's Child Protection and Safeguarding policies.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the school's designated careers space.

Live/Virtual encounters

Ellis Guilford School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to his/her/their senior management line manager.

Complaints Procedure

Any complaints about this policy should be outlined in writing to Miss S Hemingway, PA to the Principal: stevanie.hemingway@ellisguilfordschool.org.uk.

Our Complaints Policy can be found on our [School Policies](#) page.



Monitoring review and evaluation

The Policy is reviewed and evaluated annually via the Principal and Senior Leadership team.

Policy Coordinator: Jordan Platten

Policy review date: September 2026

Appendix A

Providers who have been invited into Ellis Guilford School to date include:

- Ask Apprenticeships
- Eon
- KPMG
- Capital One
- Ideagen
- Nottingham Forest FC
- VOA (Valuation Office)
- Springboard Hospitality