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# L.E.A.D. ACADEMY TRUST

# Provider Access Policy

## Policy/Procedure management log

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# Policy statement on provider access

## Da Vinci LEAD Academy: Provider Access Policy

### 1 Introduction

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 pupils 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.

### 2 Commitment

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

The academy is aware of the responsibility to set pupils on the path that will secure the best outcome, 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.

The academy endeavours to ensure that all pupils are aware of all routes to higher skills and can 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).

### 3 Aims

The academy'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 any drop out from courses and avoid the risk of pupils becoming NEET (Young people not in education, employment or training).

### 4 Pupil entitlement

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 academy

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.

**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).**

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.

The academy expects all pupils to attend each encounter. Encounters are timed to inform pupils' consideration of post-14 and post-16 options and progression to the next stage of education or training.

## 5 Meaningful provider encounters

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).

Meaningful online engagement is also an option. At the academy we are open to providers that can provide live online engagement with our pupils.

## 6 Previous providers

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
Post 16 / FE providers		
Derby College	Destinations assembly, Information stands at parents evening,	8, 9, 10, 11

The Roundhouse, Roundhouse Rd, Derby DE24 8JE	College tours Employer and Post 16 provider event for pupils & parents	
Heanor Gate 6 <sup>th</sup> Form Kirkley Dr, Heanor DE75 7RA	Destinations assembly Employer and Post 16 provider event for pupils & parents	10, 11
Derby Cathedral School Great Northern Rd, Derby DE1 1LR	Employer and Post 16 provider event for pupils & parents	10, 11
UTC 3 Locomotive Way, Pride Park, Derby, DE24 8PU	Destinations assembly Employer and Post 16 provider event for pupils & parents	10, 11
Lees Brook Academy Morley Rd, Chaddesden, Derby DE21 4QX	Site visit and tour Employer and Post 16 provider event for pupils & parents	10, 11
Juniper Training 1-5 Gower St, Derby DE1 1SB	Traineeships and apprenticeship assembly Employer and Post 16 provider event for pupils & parents	8, 10
Learning Curve 100 Mansfield Road, Derby, DE1 3TT	Destinations information session Employer and Post 16 provider event for pupils & parents	11
YMCA Key College St Mark's Road, DE21 6AH	Destinations assembly – Technical options	8
NPCT Training academy 148 Divisional Support Company Army reserve centre, Windmill Hill Lane, DE22 3FJ	3 day work experience for pupils interested in Armed Forces	10
Born to Perform 31 Chapel St, Spondon, Derby DE21 7JP	Employer and Post 16 provider event for pupils & parents	10, 11
<b>Links with local industry</b>		
Derby Homes 839 London Rd, Alvaston, Derby DE24 8UZ	Employer and Post 16 provider event for pupils & parents	10, 11
Toyota Manufacturing Ltd Burnaston, Derby, DE1 9TA	Apprenticeships assembly	10, 11
Bowmer Kirkland High Edge Court, Church Street, Heage DE56 2BW	Careers in Construction information event	10
JCB Dove Valley Park, 1000 Park Ave, Foston, Derby DE65 5BX	Apprenticeships assembly	11
Rolls Royce Wilmore Road Derby DE24 9BD	Apprenticeships assembly Employer and Post 16 provider event for pupils & parents	11
Barron McCann Meteor Centre, Mansfield Derby, DE21 4SY	Site visit and project	10
Balfour Beatty Balfour Beatty, Raynesway, Derby DE21 7BG	Apprenticeships & careers in construction assembly,	8, 10
Pierre Angulaire Ltd	Assembly hearing about careers in construction	10
Hays Travel 14 Park Farm Centre, Derby DE22 2QN	Apprenticeship interactions, One to One application support Employer and Post 16 provider event for pupils & parents	11
Severn Trent	Virtual work experience	10

Severn Trent Centre, 2 St John's Street, Coventry, CV1 2LZ		
<b>Links with public service providers</b>		
NHS Vaccination team	Destinations Assembly – Careers within the NHS and routes into nursing	9
Police	Careers in the Police force Employer and Post 16 provider event for pupils & parents	
Royal Air Force Careers Engagement Midlands	Careers interaction Employer and Post 16 provider event for pupils & parents	7, 8, 9, 10 & 11
Royal Navy Building 1/117   Room 204   Jago Road   HMNB Portsmouth   PO1 3LU	Workshop – Catering - routes into the Navy	10
The British Army 7 Babington Ln, Derby DE1 1TA	Apprenticeship and Post 16 destinations Employer and Post 16 provider event for pupils & parents	9, 10, 11
Derbyshire Fire and Rescue Butterley Hall, Ripley DE5 3RS	Careers in Fire and rescue	8
Derbyshire Enterprise Business Partnership (DEBP) Commerce House, Millennium Way, Chesterfield S41 8ND	Workshop – Encounters with employees hearing about their career journey's and taking part in a Construction business challenge.	9
Boots Opticians 1 Devonshire walk , DE1 2AH	Careers in the medical field	10
IDesign	Workshop linking STEM subjects to careers and careers in the electric automotive industry/	10
<b>Higher Education Providers</b>		
University of Derby	Site visit and tour, information on courses and types of degrees	10
Nottingham University	Site visit and tour.	10
Loughborough University	Site visit and tour.	10
Sheffield University	Access to Sheffield programme.	9, 10 ,11
The Open University	Careers in Biomedicine	10

## 7 Destinations of our pupils

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	%	
Derby College	84	60	A Levels, T levels, College Course, Apprenticeships
Lees Brooke Skills Academy	7	5	College Course
Apprenticeships (various)	6	5	Apprenticeships
Nottingham College	4	3	College course vocational
YMCA	4	3	Vocational training

Heanor Gate Sixth Form	4	3	A Levels
Learning Curve (formerly White Rose Beauty College)	4	3	College course vocational
Confetti Nottingham	3	2	College
Juniper Training	2	1	Traineeship, apprenticeships
Landau 6 <sup>th</sup> Form	2	1	A Levels
Chellaston Academy	1	1	A Levels
Derby County Community Trust	1	1	Traineeship
Derby hair and beauty	1	1	Vocational training
Hull College	1	1	College course vocational
Littleover 6 <sup>th</sup> form	1	1	A Levels
Stephenson College	1	1	College course vocational

## 8 Management of provider access requests

### 8.1 Procedural Requirements around requests for access

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	Nat Wiles
Job Title	Assistant Head teacher
Telephone	01332 831515
Email	<a href="mailto:Nat.wiles@davinciacademy.co.uk">Nat.wiles@davinciacademy.co.uk</a>

Any provider requesting access must provide the information outlined on the provider access request form provided (Appendix 1) to the academy's careers lead two 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.
- 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.
- The nominated senior leader will ensure that for representatives of these providers, staff at the academy take a photocopy of any identification.
- 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.

- 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.
- 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.
- 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.
- 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.
- The vetting and due diligence process will aim to take between 4-6 working weeks following receipt of the provider's initial request and provider access request form.
- 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.
- During each academic year the academy will accommodate a maximum number of provider access requests as is deemed reasonable by the headteacher while still adhering to statutory requirements.

## 9 Times available for access to providers

The academy will offer providers of technical education or apprenticeships an opportunity to come into the academy to speak to pupils during assemblies, timetabled careers or life lessons, and careers or raising aspirations events that Da Vinci Academy is arranging. Pupils may also travel to visit another provider as part of a trip to be organised in partnership with Da Vinci Academy and L.E.A.D. Academy Trust

For the academic Year 2025-26, the times Da Vinci Academy can offer providers of technical education or apprenticeships access to come into the academy to speak to pupils during term time are:

Day	Morning (am)	Activity
Monday	8:30- 9:00AM	Year 11 Assembly
Tuesday	8:30- 9:00AM	Year 10 Assembly
Wednesday	8:30- 9:00AM	Year 9 Assembly
Thursday	8:30- 9:00AM	Year 8 Assembly
Friday	8:30- 9:00AM	Year 7 Assembly

## 10 Meaningful Encounters

The academy ensures that these encounters take place during Year 8 (or between 1 September and 28 February during year 9), at any time during year 10 (or between 1 September and 28 February during year 11).

The encounters required by law are **marked in bold text**. A number of additional events are integrated into the academy's careers programme.

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> <li>• YMCA training provider</li> <li>• Young Enterprise and STEM Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Prime career workshop – Law</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Derby College – Post 16 provider assembly interaction</b></li> <li>• Balfour Beatty – Women in Engineering assembly</li> <li>• Derbyshire Police Force Careers in the Police force assembly</li> <li>• <b>Derbyshire fire and Rescue – Careers in the fire service assembly</b></li> <li>• Royal air force – careers in the air force Assembly</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• University of Sheffield - Access to Sheffield programme</li> <li>• <b>Inspiration day; Apprenticeships and Careers interaction Rolls Royce</b> <ul style="list-style-type: none"> <li>○ Engineering</li> <li>○ Quality Control</li> </ul> </li> <li>• <b>Inspiration day - Marketing careers DEBP</b> <ul style="list-style-type: none"> <li>○ Careers with Tesco</li> <li>○ Careers in the beauty industry</li> </ul> </li> <li>• <b>Business and Branding workshop DEBP</b></li> <li>• NHS Assembly – careers within the NHS and routes into nursing</li> <li>• <b>Sanako – Careers in MFL assembly</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Derby College - KS4 options assembly</b></li> <li>• <b>Post 16 apprenticeships assembly -ASK apprenticeships</b></li> <li>• University of Sheffield - Access to Sheffield programme</li> <li>• <b>Army interaction assembly - post 16 destination</b></li> <li>• Prime career workshop – Law</li> <li>• Rolls Royce Roadshow – Site visit</li> </ul>	<ul style="list-style-type: none"> <li>• Access to Sheffield programme</li> <li>• Balfour Beatty – Women in Engineering assembly</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• Sheffield University - Access to Sheffield programme</li> <li>• Employer and Post 16 provider event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement.</li> <li>• Derby University site Visit</li> <li>• Loughborough University site visit</li> </ul>	<ul style="list-style-type: none"> <li>• Sheffield University -Access to Sheffield programme</li> <li>• DEBP Interaction post 16 programmes (Direct Education Business Partnership)</li> <li>• DEBP Apprenticeship workshop</li> <li>• <b>Post 16 apprenticeships assembly -ASK apprenticeships</b></li> <li>• <b>Army interaction assembly - post 16 destination</b></li> <li>• M&amp;S opticians careers interaction</li> <li>• Rolls Royce Roadshow – Apprenticeships</li> <li>• Open University – Careers in biomedical science</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Access to Sheffield programme</li> <li>• DEBP programme – Careers guidance, Support with post 16 choices</li> <li>• <b>Year 10 Mock interviews</b></li> <li>• Access to Sheffield programme</li> <li>• Balfour Beatty – careers in construction</li> <li>• Work Experience week</li> <li>• Barron McCann workplace visit</li> <li>• Balfour Beatty – Women in Engineering assembly</li> </ul>



Year 11	<ul style="list-style-type: none"> <li>• Post 16 provider open evenings.</li> <li>• Meetings with careers adviser Post 16 applications</li> <li>• <b>Derby College post-16 provider assembly interaction</b></li> <li>• <b>Heanor Gate post 16 provider assembly</b></li> <li>• Employer and Post 16 provider event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement.</li> <li>• <b>Careers advisor sessions (Luminate)</b></li> <li>• Access to Sheffield programme</li> <li>• DEBP programme – careers advisor</li> <li>• Site tours Lees Brook Academy,</li> </ul>	<ul style="list-style-type: none"> <li>• Post 16 provider open evenings.</li> <li>• Careers advisor sessions (Luminate)</li> <li>• Learning Curve post 16 interaction</li> <li>• Careers advisor sessions (Luminate)</li> <li>• Hays Travel – apprenticeship interaction</li> <li>• Derby College interaction and advice at mock results parents evening</li> <li>• Access to Sheffield programme</li> <li>• DEBP programme – careers advisor</li> <li>• Army interaction for students who are looking at this option for a post 16 destination</li> <li>• Balfour Beatty – Women in Engineering assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of post-16 education and training destinations for all pupils</li> </ul>
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Pupils should speak to the careers leader to identify the most suitable opportunities for them.

## 11 Ground for granting or refusing requests for access

At the academy, our grounds for granting or refusing a provider access request will be based around a combination of factors. These include:

- The academy's vetting process
- Reputability of the provider requesting access and/or any other providers who form part of the educational organisation.
- The needs and aspiration of the pupils attending the event(s)
- Safeguarding duty
- The academy environment and compatibility with the educational environment

## 12 Premises and facilities

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.

The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the careers leader or a member of their team.

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.

Providers will be met and supervised by a member of the Da Vinci Academy staff who will facilitate the encounter.

### **13 Live or visual encounters**

Meaningful online engagement is also an option, and the academy is open to providers that can provide live online engagement with our pupils.

### **14 Information**

Following their visit, providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub in the Library which is managed by the careers team. Careers Hub in the Library is available to all pupils at lunch and break times.

### **15 Management**

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.

### **16 Parents and carers**

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.

### **17 Complaints:**

If anyone has a complaint about the academy not complying with these duties or considers that the academy has not complied with its legal duties and the statutory guidance on Careers Guidance and access for education and training providers, this should be resolved locally using the academy's complaints policy.

Complainants should lodge their complaints or objections initially to Nat Wiles, Assistant Headteacher, [nat.wiles@davinciacademy.co.uk](mailto:nat.wiles@davinciacademy.co.uk). Nat Wiles, Assistant Headteacher will also raise the complaint with the headteacher Jayne Scattergood of the academy.

### **18 Monitoring, review and evaluation**

This policy is monitored and evaluated annually by the senior leadership team in accordance with whole school 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 [Nat.wiles@davinciacademy.co.uk](mailto:Nat.wiles@davinciacademy.co.uk)** and a member of academy staff will be in touch.

<b>Name and address of your organisation</b>	
<b>Telephone number of your organisation</b>	
<b>Your name and job title</b>	
<b>Your email address</b>	
<b>Date of form submission</b>	
<b>Date of proposed event</b>	
<b>Give a brief outline of your organisation below <u>(bullet points will suffice)</u></b>	
<p><b>What and why</b></p> <p>Give details of your event</p> <p>Include any specific reasons for the activity taking place, the type of qualification(s) or apprenticeships you intend to speak about etc.</p> <p>Include information about the careers to which those technical education qualifications or apprenticeships might lead.</p> <p>Include a description of what learning or training with the provider is like as well as your provider's academic success rates for the last 3-years.</p>	
<p><b>Who</b></p> <p>Include names and year groups of any pupils you want to speak with and names and titles of any specific staff.</p>	

<b>When and where</b>  Include details of when the activity will happen.  Include details of where the activity will happen if not within the academy.	
<b>Details of any other organisation(s) involved (if applicable)</b>	

**For help in completing this form or for advice on whether will be accepted, please telephone the academy directly on 01332 831515**

**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)			
<b>SOURCE CHECKS</b>			
Google <a href="http://www.google.co.uk">www.google.co.uk</a>	<input type="checkbox"/>	<b>Other</b> (following Google or other links)	
<a href="http://www.deeperweb.com">www.deeperweb.com</a>	<input type="checkbox"/>	Newspaper articles	<input type="checkbox"/>
Previous employers' website(s)	<input type="checkbox"/>	Websites and blogs	<input type="checkbox"/>
Companies House records <a href="https://beta.companieshouse.gov.uk">https://beta.companieshouse.gov.uk</a>	<input type="checkbox"/>	Pamphlets, newsletters etc.	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	YouTube <a href="http://www.youtube.com">www.youtube.com</a>	<input type="checkbox"/>
LinkedIn <a href="http://www.linkedin.com">www.linkedin.com</a>	<input type="checkbox"/>		<input type="checkbox"/>
'X' <a href="https://x.com/">https://x.com/</a>	<input type="checkbox"/>		<input type="checkbox"/>
<a href="http://snapbird.org">http://snapbird.org</a> (*)	<input type="checkbox"/>		
<b>CONCERNS</b>			
<div> <div></div> <div></div> </div>			
<b>RECOMMENDATION</b>			
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"/>
<b>Checks completed by</b>		<b>Date completed</b>	
<b>ASSESSMENT OF RISK (to be completed by SLT)</b>			
<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>			
<b>Signed</b>		<b>Date</b>	

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

#### GOOGLE SEARCH TIPS

1. **“ ” Quotation marks** ask Google to limit searches to exact terms. Use “+” to include 2 or more search terms.
2. Use [www.google.com/me](http://www.google.com/me) to include removed articles from Europe.
3. **\* Wildcard.** Use when a broad search of a variety of spellings is required – i.e. Amy, Ami, Amiee
4. **Time Frames.** When searching for documents within a certain timeframe separate dates with .. to limit your search. e.g. “education primary school2 2011..2013

5. **Filetype.** Use this when limiting search results to specific file types e.g. “education primary school” Ofsted reports filetype:pdf
6. **Site.** Use this operator when limiting a search to results from a specific website. e.g. “education primary school” site:bbc.co.uk/news
7. **Removing irrelevant results.** Use a dash (-) before a term to remove that reference from search results to reduce the number of irrelevant search results. e.g. “education primary school” –rabbits-fireworks-“one direction”
8. Select – view a 100 per page to make easier.
9. Remove safe search options – unfiltered results.
10. Try a different search engine to see if different results come up.

### **APPENDIX 3 Record of providers**

See attached proforma.

### **APPENDIX 4 Meaningful provider encounters**

[Make it meaningful](#)