

## **PROVIDER ACCESS POLICY STATEMENT**

Person Responsible:	SLT Careers Lead
Last Reviewed:	January 2024
Adopted by Governing Body:	January 2024
Next Review due:	January 2025

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## 1. Aims

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 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 school complies with these requirements.

### 2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
  - All pupils must attend
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)

- Pupils 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 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 pupils

## 2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

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

## 3. Student entitlement

All students in years 8 to 13 at Thornleigh Salesian College 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
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Mr G. Gleeson, Careers Coordinator

Telephone: 01204 301 351

Email: ggleeson@thornleigh.bolton.sch.uk

### 4.2 Opportunities for access

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

The following table outlines some examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8		Assembly and Tutor Time opportunities	Careers Fair

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9		Assembly and Tutor Time opportunities  Key Stage 4 options event	
YEAR 10	Assembly and Tutor Time opportunities	Work Experience preparation sessions	Work Experience
YEAR 11	Independent 1:1 meetings with Careers Advisor Post-16 provider open evenings Post-16 apprenticeships assembly Post-16 applications	Post-16 interviews Apprenticeships – support with applications Networking event with providers and employers through Inspire Series Independent 1:1 meetings with Careers Advisor	Confirmation of post-16 education and training destinations for all pupils
YEAR 12	Higher education (HE) fair Post-18 assemblies – apprenticeships and university	Small group sessions: future education, training and employment options Work Experience preparation sessions	Futures Week Work Experience
YEAR 13	UCAS support and applications HE and higher apprenticeship applications	Assembly and small group opportunities - employability skills	Confirmation of post-18 education and training destinations for all pupils

Please speak to our Careers Coordinator 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

- Safeguarding – if Thornleigh Salesian College deems it is not safe or appropriate
- Health & Safety -the provider must adhere to Thornleigh Salesian College's Health & Safety requirements.

### 4.4 Safeguarding

Our safeguarding/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

Once visits have been agreed, Thornleigh Salesian College will provide appropriate facilities to facilitate the visit along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the

provider. Visits can be in the main school hall or the Learning Resource Centre for larger groups or in classrooms with a smaller group. We also have the facility to deliver safe personalised sessions.

We are happy to work with providers to share any resources we can that make the visit possible and we are happy to accommodate those that need to bring extra equipment into the school in order to show case what they do.

## **5. Previous providers**

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

- Bolton College
- ASK Apprenticeships
- Alliance Learning
- University of Manchester
- Manchester Metropolitan University
- Edgehill University

## **6. Pupil destinations**

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

- Bolton College
- Sixth Form Bolton
- Bury College
- Holy Cross College
- Runshaw College

Last year, our year 13 pupils moved to a range of destinations in the local area after school including:

- University of Bolton
- University of Salford
- University of Manchester
- Manchester Metropolitan University

## **7. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure. The Complaints Policy can be found on the school website [HERE](#).

## **8. Links to other policies**

Links to other policies:

- Safeguarding/child protection policy – found on the school website [HERE](#)
- Careers guidance policy – found on the school website [HERE](#)

## **9. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Miss S Reid (SLT Careers Lead).

This policy will be reviewed annually by Miss S Reid (SLT Careers Lead).  
At every review, the policy will be approved by the governing body.