



**Thornleigh**  
Salesian College

## **PROVIDER ACCESS POLICY STATEMENT**

|                            |                     |
|----------------------------|---------------------|
| Person Responsible:        | Ms C Harrison-Scott |
| Last Reviewed:             | January 2025        |
| Adopted by Governing Body: | January 2025        |
| Next Review due:           | January 2026        |

## Contents

1. Aims
  2. Statutory Requirements
  3. Pupil Entitlement
  4. Management of Provider Access Requests
  5. Previous Providers
  6. Pupil Destinations
  7. Complaints
  8. Links to Other Policies
  9. Monitoring Arrangements
- 

### 1. Aims

At Thornleigh Salesian College, we are committed to guiding our pupils with the same gentle optimism and care exemplified by St John Bosco. This policy sets out Thornleigh Salesian College's arrangements for managing access by education and training providers to students, ensuring they receive accurate and comprehensive information about post-16 options, including technical education, qualifications, and apprenticeships.

It details:

- Procedures for provider access requests
  - Grounds for granting or refusing access
  - Facilities and resources available to providers during visits
- 

### 2. Statutory Requirements

In compliance with the Education Act 1997 (section 42B), the Skills and Post-16 Education Act 2022, and DfE guidance (Careers guidance and access for education and training providers), Thornleigh Salesian College ensures:

- At least six meaningful encounters with technical education or training providers for all pupils in Years 8 to 13.
- Encounters are integrated into the school day and provide meaningful engagement, including live online sessions where appropriate.

#### Encounters Breakdown:

- Years 8-9 (First Key Phase): 2 encounters (compulsory)
- Years 10-11 (Second Key Phase): 2 encounters (compulsory)
- Years 12-13 (Third Key Phase): 2 encounters (optional)

#### Providers must share:

- Information about their qualifications and apprenticeships
- Career pathways linked to these qualifications
- Details of learning or training experiences

- Responses to student questions

### 3. Entitlement

All students in Years 8 to 13 are entitled to:

- Comprehensive information on technical education and apprenticeship opportunities through the careers programme.
- Engagement with a range of local providers through assemblies, fairs, taster sessions, and events.
- Support to understand application processes for academic and technical courses.

### 4. Management of Provider Access Requests

#### 4.1 Procedure

Providers wishing to request access should contact:

**Mrs A Brett-Andrews, Careers Coordinator**

- Email: [abrettandrews@thornleigh.bolton.sch.uk](mailto:abrettandrews@thornleigh.bolton.sch.uk)

#### 4.2 Access Opportunities

Providers may engage with pupils and parents/carers during scheduled events integrated within the careers programme, including but not limited to:

|        | AUTUMN TERM  | SPRING TERM  | SUMMER TERM   |
|--------|--|--|---|
| YEAR 8 | Event for University Technical Colleges (UTC)  | Employer event for pupils, parents and carers - market stall event giving local, regional and national opportunities and skills and requirements | Careers workshop - technical/vocational tasters at local colleges/ training providers |
| YEAR 9 | Assembly and tutor group opportunities - employability skills, meeting with Career adviser | Key Stage 4 options event  | <b>No encounters - encounters must have taken place by the 28th February</b>          |

|         | AUTUMN TERM  | SPRING TERM  | SUMMER TERM   |
|---------|--|--|---|
| YEAR 10 | Post-16 technical education options assembly with a general further education college. Life skills - further education - life skills work experience preparation sessions. Assembly and tutor group opportunities - employability skills | Networking event with employers and providers<br>Technical/vocational tasters at local colleges, training providers  | Work Experience<br>Preparation sessions<br>Work experience, technical/vocational work experience tasters at local colleges, training providers<br>Independent 1:1 meetings with Careers Advisor |
| YEAR 11 | Independent 1:1 meetings with Careers Advisor<br><br>Post-16 provider open evenings<br>Post-16 apprenticeships assembly<br>Post-16 applications  | Post-16 interviews<br>Apprenticeships – support with applications<br>Networking event with providers and employers through Inspire Series<br>Independent 1:1 meetings with Careers Advisor | No encounters - Encounters must have taken place before the 28th February<br>Confirmation of post-16 and education and training destinations for all pupils                                     |
| YEAR 12 | Higher education (HE) fair<br>Post-18 assemblies – apprenticeships and university  | Small group sessions: future education, training and employment options<br>Work Experience preparation sessions  | Technical/vocational tasters at local colleges and training providers<br>Futures Week<br>Work Experience  |
| YEAR 13 | Post-18 assemblies with higher and degree apprenticeship providers<br>Workshops<br>HE and higher apprenticeship applications   | Assembly and small group opportunities - employability skills<br><br>Independent 1:1 meeting with Careers Advisor  | No encounters must take place after 28th February<br>Confirmation of post-18 education and training destinations for all pupils   |

Providers should liaise with the Careers Coordinator to identify suitable opportunities.

#### 4.3 Granting and Refusing Access

Access may be refused or restricted if:

- Safeguarding concerns arise (providers must comply with the school's safeguarding policy).

- Health and safety requirements are not met.

#### **4.4 Safeguarding**

All providers must comply with Thornleigh Salesian College's safeguarding and child protection policies. Identity checks and suitability assessments will be conducted before visits.

#### **4.5 Premises and Facilities**

The school will provide appropriate facilities for provider visits, including:

- Main school hall or Learning Resource Centre for large groups
  - Classrooms or personalised safe spaces for smaller groups
  - Necessary equipment and resources, subject to availability and prior agreement
- 

### **5. Previous Providers**

Recent providers engaged with Thornleigh pupils include:

- Bolton College
  - ASK Apprenticeships
  - Alliance Learning
  - University of Manchester
  - Manchester Metropolitan University
  - Edge Hill University
- 

### **6. Pupil Destinations**

#### **Year 11 Pupils:**

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

#### **Year 13 Pupils:**

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

## **7. Complaints**

Complaints regarding provider access should follow the school's complaints procedure, available on the school website.

---

## **8. Links to Other Policies**

- Safeguarding/Child Protection Policy (School website)
  - Careers Guidance Policy (School website)
- 

## **9. Monitoring Arrangements**

The SLT Careers Lead (Ms Harrison-Scott) monitors the implementation and effectiveness of this policy annually. The policy is reviewed and approved by the governing body each year.

### **Sources:**

- Department for Education (DfE) Careers guidance and access for education and training providers (updated 2024)
- Education Act 1997, Section 42B
- Skills and Post-16 Education Act 2022
- Thornleigh Salesian College Careers and Safeguarding Policies