



PROVIDER ACCESS POLICY STATEMENT

Person Responsible:	Ms C Harrison-Scott
Last Reviewed:	January 2026
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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

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

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:

Pupils in year 8 and 9

All pupils in these year groups are offered:

- 2 encounters with education and training providers
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Pupils in year 10 and 11

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Pupils in year 12 and 13

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
- Pupils can choose to attend
- Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

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.

3.1 Meaningful encounters with providers

Thornleigh Salesian College is committed to providing meaning encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like

4. Management of Provider Access Requests

4.1 Procedure

Providers wishing to request access should contact:

Mrs A Brett-Andrew, Careers Coordinator

- Email: abrettandrew@thornleigh.bolton.sch.uk

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

4.3 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	Assembly and tutor group opportunities – (The Wider World) – 1. Continued exploration of job sectors and industries 2. Challenge stereotypes in the workplace 3. Identify employability skills 4. Understand how technology is changing work 5. Link school subjects to career pathways

			Careers workshop - technical/vocational tasters at local colleges/ training providers
YEAR 9	Assembly and tutor group opportunities - employability skills, meeting with Career adviser	Assembly and tutor group opportunities – (The Wider World) – 1. Healthy eating on a budget 2. The economy 3. Responsible Finances and avoiding debt 4/5. financial Exploitation (2 hours) Key Stage 4 options events	No encounters - encounters must have taken place by the 28th February
	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	Assembly and tutor group opportunities – (The Wider World) – 1.Future careers and the rise of AI 2.Employment rights and responsibilities 3.Work experience 4.Health and safety at work 5.Stress and exam performance 6.Different types of employment Networking event with employers and providers Technical/vocational tasters at local colleges, training providers Independent 1:1 meetings with Careers Advisor	Work Experience Preparation sessions Work experience, technical/vocational work experience tasters at local colleges, training providers Independent 1:1 meetings with Careers Advisor

YEAR 11	Assembly and tutor group opportunities – 1 Choosing Post-16 options 2 Different types of employment 3 CVs Cover letters 5. Assembly Careers focus 6 Job Interviews 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	No encounters - Encounters must have taken place before the 28th February Confirmation of post16 and 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	Assembly and tutor group opportunities – 1.Trading and investment over time 2.Tips for applying - Student Finance explained + Helplines and Support 3.Budgeting at Uni - interactive lesson 4. What is fair and legal about making money? 5. Why are employment contracts important? Technical/vocational tasters at local colleges and training providers- Futures Week Work Experience Independent 1:1 meeting with Careers Advisor
YEAR 13	Post-18 assemblies with higher and degree apprenticeship providers Workshops HE and higher apprenticeship applications	Assembly and tutor group opportunities – 1.Results Day and Clearing 2.Wellbeing balancing life, learning and work. 3.Working and earning. Managing your money.	No encounters must take place after 28th February Confirmation of post18 education and training destinations for all pupils

		4. Why are employment contracts important? 5. Is a UK apprenticeship right for me? Independent 1:1 meeting with Careers Advisor	
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Providers should liaise with the Careers Coordinator to identify suitable opportunities.

4.4 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.

4.5 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.

4.6 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

Providers will be met and supervised by a member of staff who will facilitate their visit. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Coordinator.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school and contributions to careers information events. These will be communicated via email and will be advertised on the school website.

If you would like to speak to the school about encounters with providers, or indeed can offer any information about a specific career, please contact Mrs A Brett-Andrew, Careers Coordinator at abrettandrew@thornleigh.bolton.sch.uk

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

6. Previous Providers

Recent providers engaged with Thornleigh pupils include:

- Bolton College
 - ASK Apprenticeships
 - Alliance Learning
 - University of Manchester
 - Manchester Metropolitan University
 - Edge Hill University
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7. Pupil Destinations

Last year, our year 11 pupils moved to a range of providers after school:

Year 11 Pupils:

- Thornleigh Sixth Form
- Bury College
- Holy Cross College
- Hopwood Hall College
- Salford City College
- St John Rigby RC Sixth Form College
- The Manchester College - City Campus
- Trafford College
- Wigan and Leigh College
- Wigan Warriors Education Academy
- Blackburn College
- Carmel College
- Darwen Aldridge Community Academy
- Myerscough College
- Runshaw College

Last year, our year 13 pupils moved to a range of providers after college, including:

Year 13 Pupils:

- University of Bolton
 - University of Salford
 - University of Manchester
 - Manchester Metropolitan University
 - University of Liverpool
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8. Complaints

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

9. Links to Other Policies

- Safeguarding/Child Protection Policy (School website)
 - Careers Guidance Policy (School website)
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10. 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
- Education and Skills Act 2008
- The School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022
- Thornleigh Salesian College Careers and Safeguarding Policies