



Provider access policy

Reviewed By	Gareth Webb
Approved by/when	LGB October2024
To be reviewed	September 2025

Contents

1. Aims	3
2. Statutory requirements	3
3. Pupil entitlement	4
4. Management of provider access requests.....	4
5. Previous providers	8
6. Pupil destinations.....	9
7. Complaints.....	9
8. Links to other policies	9
9. Monitoring arrangements.....	9

1. Aims

This policy statement aims to set out Park 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 pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education 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.

At Park School we will ask 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

We will ensure all providers are aware of this in writing prior to the visit.

2.2 Meaningful provider encounters

Park School is committed to providing meaningful encounters to all pupils.

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

Meaningful live online engagement is also an option at our school.

At Park School we will:

- Implement a progressive programme that aims to broaden horizons, and scaffolds development of the knowledge and understanding required for students to identify their best next steps.
- Use destination data and LMI to identify any gaps and implement appropriate intervention. This information will enable us to inform continuous improvement and ensure that our young people are supported to understand opportunities through encounters and experiences of the workplace.

At Park School, meaningful live online engagement is also an option at our school.

3. Pupil entitlement

All pupils in years 8 to 11 at Park School 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 guest speakers in school, assemblies and
- Understand how to make applications for the full range of academic and technical courses at events

4. Management of provider access requests

4.1 Procedure

At Park School we hold a number of events which are integrated into the careers programme. This will allow the opportunity for providers both academic and non-academic to come into school to speak to pupils and their parents/carers.

If any providers wish to undertake any additional visits to the school this will be welcomed and you should contact:

David Swindells, Careers Lead/Teacher Park School, 33-35 Chorely New Road, Bolton, BL1 4QR

☎:01204 937115

✉:swindellsd@boltonimpacttrust.org.uk

web: <http://www.boltonimpacttrust.org.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	<ul style="list-style-type: none"> • Year group external visit to College • External visit to Connexions • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson 	<ul style="list-style-type: none"> • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson 	<ul style="list-style-type: none"> • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson
YEAR 9	<ul style="list-style-type: none"> • Year group external visit to College • External visit to Connexions • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson 	<ul style="list-style-type: none"> • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson 	<ul style="list-style-type: none"> • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<ul style="list-style-type: none"> • Year group external visit to College • External visit to Connexions • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson • Access to vocational development programs for appropriate and willing students 	<ul style="list-style-type: none"> • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson • Access to vocational development programs for appropriate and willing students 	<ul style="list-style-type: none"> • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Weekly timetabled careers lesson • Access to vocational development programs for appropriate and willing students

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	<ul style="list-style-type: none"> • Year group external visit to College • External visit to Connexions • Regular meeting with Connexions Careers Advisor for impartial careers advice • Post 16 applications • Individual external visit to post 16 destination for interview • Employer Event giving an overview and skills requirements for their particular sector • Work experience for appropriate and willing students • Individual visits to places of work for willing and appropriate students • Weekly timetabled careers lesson • Access to vocational development programs for appropriate and willing students 	<ul style="list-style-type: none"> • Regular meeting with Connexions Careers Advisor for impartial careers advice • Employer Event giving an overview and skills requirements for their particular sector • Post 16 applications • Individual external visit to post 16 destination for interview • Work experience for appropriate and willing students • Individual visits to places of work for willing and appropriate students • Weekly timetabled careers lesson • Access to vocational development programs for appropriate and willing students 	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

Please speak to our Careers Lead, David Swindells, to identify the most suitable opportunity for you.

4.3 Granting and refusing access

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during exam/assessment periods)
- Timing of the academy day

- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Academy Lead

4.4 Safeguarding

Any provider visiting the school will be asked to sign in at reception and will be provided with a visitor's badge, which they must wear for the duration of the visit.

They will be met by the staff member in charge of the visit and escorted into the school, to their area - whether this be a classroom or within one of the vocation areas.

During their visit, providers will be escorted around the building and will be supervised at all times.

If the provider has a DBS we will ask to see this before their arrival.

At any event / workshops, providers will be informed that no personal information can be shared with a young person.

They must not use their mobile phones to video events or to take images.

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.

You can find further information in our safeguarding and child protection policy and education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Providers can access appropriate spaces when attending the school. These spaces include classrooms of various sizes depending on the purpose of the visit. Classrooms have large interactive screens and access to computers for presentations.

Room availability, and access to any equipment needed can be discussed as part of the booking process with Dave Swindells (Careers Lead).

Providers can leave prospectuses or other material for students to access post visit. Providers will be informed of any incidences that may affect the visit from taking place with as much notice as possible.

5. Previous providers

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

Colleges/Post 16 providers	Industries
Bolton College	Bolton At Home
Bolton 6 th Form College	Neighbourhood Policing Team
Bolton University (HE)	Bolton Lads & Girls Club
Alliance Learning Apprenticeships	Fort Alice

6. Pupil destinations

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

2023 Destinations Included:

Bolton College, GK Training, Turton 6th Form College, Wigan and Leigh College

7. Complaints

Any complaints related to provider access can be raised following the Bolton Impact Trust's complaints policy which can be found on our website www.boltonimpacttrust.org.uk or by using the following link:

[Complaints | Bolton Impact Trust](#)

or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

Further information can be found in the policies below:

› Safeguarding and child protection policy

› Curriculum policy

[Policies | Bolton Impact Trust](#)

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by David Swindells Careers Lead/Teacher

This policy will be reviewed by David Sindells, Careers Lead/Teacher and Gareth Webb, Academy Lead annually and will be reviewed annually by the local governor body.