

**Provider Access Policy**

**September 2025**

Introduction

This policy Statement sets out the school’s arrangements for managing the access of providers to pupils at the school for the purpose of providing them with information regarding the provider’s education or training offer at each transition point. This complies with the school’s legal obligation under section 42B of the education act 1997 and as outlined in the school’s ***careers strategy plan 2025-2026.*** This policy consistently supports meaningful engagement for every student, helping them to explore and shape their own future pathways, while empowering them to confidently raise their aspirations and achieve their goals in a rapidly evolving and competitive world.

All pupils in years 8-11 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 opportunities available at each transition point;
* To hear from local providers and 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. All students have access to the Unifrog platform to support with career aspirations.

# 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’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11).

These provider encounters will be scheduled during the main school 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.

# 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](https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7) [it meaningful checklist.](https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7)

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils. We also ensure that all our students complete the future skills questionnaire.

# Destinations of our pupils

Last year our year 11 pupils transitioned to a range of local FE and Sixth forms in in the local area after school: This included but not limited to: Wigan and Leigh College, Winstanley College, St John Rigby College, Bolton College and The Sixth Form Bolton.

# Management of Provider Requests

Procedure – A provider wishing to request access should contact Rebecca O’Brien– Careers Lead

Telephone [01942 202580](https://www.google.com/search?q=westleigh+school&rlz=1C1GCEB_enGB1064GB1064&oq=westleigh+sch&gs_lcrp=EgZjaHJvbWUqBwgAEAAYgAQyBwgAEAAYgAQyBwgBEAAYgAQyBwgCEAAYgAQyBggDEEUYOTIQCAQQLhivARjHARiABBiOBTIGCAUQRRg8MgYIBhBFGDwyBggHEEUYPKgCALACAQ&sourceid=chrome&ie=UTF-8) Email – Rebecca.obrien@westleigh.set.org

There has never been a more important time to provide young people with high-quality careers guidance. At The Westleigh School, we are committed to preparing our students for the next stage of their education, training, and working lives. The career landscape they are stepping into is more complex and fast-moving than ever before. With rapid technological progress and global opportunities, today’s young people are likely to experience multiple careers. As education, training, and employment pathways continue to expand, our mission is to equip students with the skills, knowledge, and confidence to navigate these opportunities and adapt to change throughout their lives. We adopt a whole-school approach to Careers Education, Information, Advice and Guidance (CEIAG), with every staff member playing a part in supporting students’ futures. This ensures all students have access to impartial, high-quality information that helps them make well-informed and aspirational choices. Our careers programme runs throughout the academic year and is designed to support the careers curriculum. In line with the most recent national careers guidance strategy (January 2025), our careers plan is built around the eight Gatsby Benchmarks, which we strive to fully meet and embed across the school. At Westleigh, careers education is not delivered in isolation — it is seamlessly woven into the wider ‘Edge’ curriculum, helping students to make clear connections between what they learn in school and where it can take them in the future.

The Westleigh School’s core values are reflected in our approach to careers education. We want our students to **respect** the opportunities available to them, take **responsibility** for shaping their own futures, and show the **resilience** needed to succeed in a changing world. Most of all, we want them to feel inspired and excited as they explore the many career options open to them.

A number of events on the school calendar, integrate into the school careers programme, and we will offer providers an opportunity to come into school to speak to students and their parents:

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| YearGroup | Autumn 2025 | Spring 2026 | Summer 2026 |
| 8 | **Year 8 parents evening****PD (PSHE Lessons)****Assemblies:** Providers can use assemblies to presenttheir offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program. | **National careers & Apprenticeship week****PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangement.All students have Unifrog access which is filtered into The Edge form time program | **PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program. |
| 9 | **PD (PSHE Lessons)****Assemblies:** Providers can use assemblies to presenttheir offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program. | **Year 9 Options and Parents Evening****PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program. | **PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program. |

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| 10 | **PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop-in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program.**Students have access to the Careers Café.**  | **PD (PSHE Lessons)****PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop-in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program. | **PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangementWork experience. All students have Unifrog access which is filtered into The Edge form time program. |
| 11 | **Mock Interview Day****PD (PSHE Lessons)****Assemblies:** Providers can use assemblies to presenttheir offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangement.**Students have access to the Careers Café.**All students have Unifrog access which is filtered into The Edge form time program. | **Year 11 parents evening** **PD (PSHE Lessons)****Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangementAll students have Unifrog access which is filtered into The Edge form time program. | **PD (PSHE Lessons)** **Assemblies:**Providers can use assemblies to present their offer to full cohorts or to those interested.**Lunch time drop ins:** Providers can hold drop in sessions by prior arrangement.All students have Unifrog access which is filtered into The Edge form time program. |

# Premises and facilities

The school will make the main hall or classrooms available for discussions between the provider and students, as appropriate to the activity. The school 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils, this includes virtual work experience.

Providers are welcome to leave a copy of their prospectus or most up to date relevant course literature at the main reception desk. These will then be available for display and access in the school’s designated personal development classrooms and in the career’s office.

**Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Policy Review:

Signed by: ………………………………………… (Principal) Signed by: (Chair of

Academy Council)

Date: ………………………………………………..

Next Review Date: September 2026