



Provider access policy statement

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CONTROL SHEET		
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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 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)

- o All pupils must attend
- o 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)
 - o All pupils must attend
 - o Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

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

To comply with this requirement, the careers leader will discuss the above points in detail with every provider in advance of an encounter. This may take place in person, remotely or over the telephone.

2.2 Meaningful provider encounters

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

An encounter is defined as a meeting/session between pupils and one provider.

To support the encounter, Little Lever School will:

- Ensure the encounter involves two-way interaction between students and appropriate provider staff
- Support students to actively participate in the encounter
- Provide students with reflection time
- Gather feedback from stakeholders about encounters

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

3. Pupil entitlement

All pupils in years 8 to 11 at Little Lever 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 options events, assemblies and career cafes.
- 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 Ms M Moore, assistant principal and careers leader.

Telephone: 01204 333300

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	Assembly Career Cafe Prep Time sessions	Assembly Career Cafe Prep Time sessions	Assembly Career Cafe Prep Time sessions
YEAR 9	Assembly Career Cafe Prep Time sessions	Assembly Career Cafe Prep Time sessions KS4 Options activities and events	No encounters – encounters must have taken place by 28 February
YEAR 10	Assembly Career Cafe Prep Time sessions	Assembly Career Cafe Prep Time sessions	Assembly Career Cafe Prep Time sessions FE Visits
YEAR 11	Assembly Career Cafe Prep Time sessions Mock Interview Day Support with applications	Assembly Career Cafe Prep Time sessions	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

Please speak to our Careers Leader to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life Chances lessons, and Careers or Raising Aspirations events that Little Lever School is arranging. Access will be refused if it may negatively impact the day-to-day running of the school or if it does not align with the school's core purpose and values.

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

Little Lever School will provide an appropriate room or assembly hall to be agreed. All rooms have a computer, projector and screen provided. Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Resources will be approved in advance and providers will be met and supervised by a member of Little Lever School staff who will facilitate.

Live/Virtual encounters

Little Lever School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

5. Previous providers

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

- Alliance Learning
- Bolton 6th Form College
- Bolton College
- Bury College
- Holy Cross 6th Form College
- Salford College
- Wigan and Leigh College
- Winstanley College

6. Pupil destinations

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

- Bolton 6th Form College
- Bolton College
- Bury College
- Connell Sixth Form College
- Holy Cross 6th Form College
- Hopwood Hall College
- Salford College
- The Manchester College
- Wigan and Leigh College
- Winstanley College
- Xaverian College

7. Complaints

Any complaints about this policy should be raised to Ms M Moore, email: info@little-lever.bolton.sch.uk.

Ms Moore will raise the complaint to Mr D Mckean, Principal of Little Lever school.

8. Links to other policies

This Provider Access Policy Statement supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Ms M Moore, Assistant Principal and Careers Leader.