



Careers Provider Access Policy 2025-2026

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CEIAG Stopsley High School Provider Access Policy Statement for Service Providers

Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

Stopsley High School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Stopsley High School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Stopsley High School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

At Stopsley High School we aim to provide all pupils from year 7 to 11 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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 provider who is given access

As a school we aim to:

- Develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships
- Support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options
- Reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

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.

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](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- The [Skills and Post-16 Education Act 2022](#)
- 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.

Student Entitlement

All pupils in years 7 to 11 at Stopsley High School are entitled to:

- Find out about further education training, 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 careers events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

Stopsley High School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. We offer our pupils the encounters set out above, in line with the requirements. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

Pupils in year 8 and 9

All pupils in these year groups are offered:

- At least 2 encounters with education and training providers

- The school aims to ensure that all pupils attend
- Encounters will 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:

- At least 2 encounters with education and training providers
 - The school aims to ensure that all pupils attend
 - Encounters will take place any time during year 10, and between 1 September and 28 February during year 11

Meaningful encounters with providers

Our school is committed to providing meaningful 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
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

Management of provider access requests

Procedure

A provider wishing to request access should contact either:

Mrs P Whiting, Senior Deputy Headteacher
 Telephone: 01582 870900
 Email: pwhiting@stopsleyhighschool.co.uk

Or

Mrs E Winter, Careers Lead
 Telephone: 01582 870900

Email: ewinter@stopsleyhighschool.co.uk

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

Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to Mrs E Winter, Careers Lead to identify the most suitable opportunity for you.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. We've provided some examples of opportunities:

 External Provider Opportunities for Access 			
	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> • Welcome to Stopsley Parents Evening 	<ul style="list-style-type: none"> • Apprenticeships Week Sessions/Assembly • Careers Week Sessions/Assembly • STEM Week 	<ul style="list-style-type: none"> • Assembly & Pastoral curriculum introductions to the world of work • Stopsley Careers week- World of work workshops, webinars/virtual interaction session, assembly
Year 8	<ul style="list-style-type: none"> • Assembly Opportunity- employability skills 	<ul style="list-style-type: none"> • Apprenticeships Week Sessions/Assembly • Careers Week Sessions/Assembly • STEM Week 	<ul style="list-style-type: none"> • Stopsley Careers week- Interview skills sessions, workshops, assembly and Post 16 options fair
Year 9	<ul style="list-style-type: none"> • Assembly Opportunity- employability skills 	<ul style="list-style-type: none"> • Apprenticeships Week Sessions/Assembly • Careers Week Sessions/Assembly • STEM Week • Making Choices Evening 	<ul style="list-style-type: none"> • Stopsley Careers week- World of work workshops and webinars/virtual interaction session, assembly
Year 10	<ul style="list-style-type: none"> • Assembly Opportunity- employability skills 	<ul style="list-style-type: none"> • Apprenticeships Week Sessions/Assembly • Careers Week Sessions/Assembly • STEM Week 	<ul style="list-style-type: none"> • Stopsley Careers week- Interview skills sessions, workshops, assembly and Post 16 options fair
Year 11	<ul style="list-style-type: none"> • Post 16 choices Assembly • Post 16 Options Evening 	<ul style="list-style-type: none"> • Apprenticeships Week Sessions/Assembly • Careers Week Sessions/Assembly • STEM Week 	Students will be focusing on exam preparations
<ul style="list-style-type: none"> • The School can share details of opportunities of age appropriate opportunities with students via email, Unifrog and the School Newsletter 			

Employers/Employees

- Employers/ Employees will have opportunities to book workshops, assemblies/presentations in school or virtually with a named careers person
- The named Careers Lead (or a suitable alternative staff member if required) in school will facilitate meetings between employers/employees and students
- Employers/employees can expect to be given designated time slots in school to engage with students
- The school agrees to advertising employer vacancies to our wider school community
- The school agrees to advertising employer open events to our wider school community

Colleges/Universities

- Colleges and universities will have access to book assemblies to deliver to students in school or virtually
- The named Careers Lead will inform and invite college/university into school for careers fair, presentations, and workshops. Colleges and universities will have equal access to students, college and university (if suitable) open days will be advertised and promoted to students
- Colleges and universities will be able to book external taster days for students
- The Careers Lead will provide all college/ university lists, websites and updates to students
- Colleges/ universities can expect to be invited into school for Post 16 Option events including parental support events
- Careers Lead and external Careers Adviser in school will actively promote ALL college open days and university aspiration trips

Apprenticeship providers

- Apprenticeship providers will have access to book assemblies to deliver to students in school or virtually
- The named Careers Lead will inform and invite the provider into school for careers fair, presentations, apprenticeship evening and workshops
- Apprenticeship providers will be able to advertise their apprenticeship vacancies in the school newsletter and on our twitter feed which can be shared to the students and wider community. The Careers Lead will provide apprenticeship updates to students
- Apprenticeship providers can expect to be invited into school for Post 16 Option events including parental support events
- Careers Lead and external Careers Adviser in school will actively promote ALL apprenticeship open events

Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

Premises and Facilities

To support external providers we can offer the use of a suitable learning space to meet the needs of the session (e.g. assembly hall or classroom) and access to IT facilities. Stopsley High School is unable to provide access for USB sticks but can provide internet access for cloud based materials. Providers are able to leave materials with the school for distribution.

Granting and refusing access

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

Access to our learners will be offered in the first instance during times when they are undertaking Personal and Social Development or careers sessions to ensure that the learner's education is not interrupted. If a provider requires a longer period of time with students, e.g. a workshop, then this will be scheduled at an appropriate time as per the calendar.

However, permission may not be granted in the following circumstances:

- A request is made when exams are taking place
- A request is made when some learners are on work experience to ensure access for all
- Failure to comply with our Safeguarding and/or PREVENT arrangements

Safeguarding

Our MLT Safeguarding and 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. The policy can be found here on the policy page of our school website.

Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at appropriate encounters with providers in school. Parents and carers will be notified via a letter home of upcoming opportunities.

If you would like to speak to the school about encounters with providers, please contact Mrs E Winter, Careers Lead.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers. This will be done via surveys, leavers information and parents evenings.

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs P Whiting, Senior Deputy Headteacher and Mrs E Winter, Careers Lead at Stopsley High School. The Provider Access Policy which sits alongside the Careers Policy will be reviewed annually and approved by the Governing Body and the Headteacher.

Complaints Procedure

Any complaints about this policy should be raised in the first instance to Mrs E Winter, email: ewinter@stopsleyhighschool.co.uk

Mrs E Winter will raise the complaint to Mrs P Whiting, Senior Deputy Headteacher.

Appendix - Previous providers

Providers who have been invited into Stopsley High School in the last academic year.

To obtain a list, please contact Mrs E Winter on ewinter@stopsleyhighschool.co.uk.