

WIGMORE SCHOOL POLICY

4.15 Provider Access Policy

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 giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 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 options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through life skills days, assemblies, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

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 it meaningful checklist](#).

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

Departments are providing more trips to businesses to provide meaningful encounters with industries relating to different subjects.

Previous providers

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

- Hereford Sixth Form College
- Herefordshire, Ludlow and North Shropshire College
- Hereford College of Arts
- Ludlow College
- Herefordshire and Worcestershire Group Training Association
- Riverside Training
- Representatives from the Armed Forces
- West Mercia Police

- County Training
- Hoople
- A range of companies offering apprenticeship opportunities

Destinations of our pupils

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

- Sixth form colleges – 51%
- Further education college or other further education provider – 40%
- Apprenticeships and employment – 9%

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs V Austen, Careers Leader, Telephone: 01568 770323; E-mail: admin@wigmore.hereford.sch.uk

Opportunities for access

The school offers the four provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Assemblies Curriculum links	Assemblies Curriculum links	Assemblies Curriculum links
Year 9	Assemblies Curriculum links Work related learning lessons	Assemblies Curriculum links Work related learning lessons Meetings with careers adviser GCSE Preferences evening	Assemblies Curriculum links Work related learning lessons
Year 10	Assemblies Life skills day Curriculum links	Assemblies Curriculum links Meetings with careers adviser Tutor time work experience preparation sessions	Assemblies Curriculum links Meetings with careers adviser Technical / vocational taster sessions at local post-16 providers Taster days at local colleges Virtual work experience Industry networking event Visits to businesses University visit

Year 11	Assemblies 'Life after GCSE' evening for students and parents Post-16 provider open evenings CV writing and interview technique workshops Personal statement writing Mock interviews Post 16 applications Meetings with careers adviser	Post-16 provider open evenings A Level Subject talks at Hereford Sixth Form College Post 16 applications Post-16 interviews Meetings with careers adviser	Meetings with careers adviser Confirmation of post-16 education destinations for all pupils
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Please speak to the Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms, the Careers Meeting Room or our Student Support Centre 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.

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Meeting Room. Resources in the Careers Meeting Room are available to students at lunchtime upon request.

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.

Approval and review

This policy was last reviewed in December 2025 following the publication of the revised statutory guidance. The next review will take place in April 2026 or sooner if required.

Person Responsible	Mrs V Austen
Last Updated	December 2025
Review Date	April 2026