

WIGMORE SCHOOL POLICY

4.15 Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing access by education and training providers to pupils at the school for the purpose of informing them about the provider's education and training offer.

The school is committed to ensuring that all pupils have access to comprehensive, impartial and meaningful information about the full range of education, training and career pathways available to them. This includes academic, technical, vocational and apprenticeship routes.

This policy complies with the school's legal obligations under Section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022, and has regard to the Department for Education's statutory guidance Careers guidance and access for education and training providers, updated June 2026.

The school also uses the updated Gatsby Benchmarks as the framework for the development and evaluation of its careers programme.

Pupil entitlement

All our pupils in Years 7-11 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities as part of a 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 and national providers about the opportunities they offer, including technical education and apprenticeships, through assemblies, curriculum activities, life skills days, group discussions, careers events, taster activities and other appropriate encounters;
- understand how to make applications for the full range of academic, technical and vocational courses and apprenticeship opportunities;
- receive impartial careers information, advice and guidance to help them make informed decisions about their future.

The school will ensure that pupils have meaningful opportunities to meet providers of technical education and apprenticeships in accordance with the statutory Provider Access Legislation (PAL).

Statutory provider encounters

The school must provide a minimum of four encounters with providers of technical education and apprenticeships during Years 8–11.

First key phase – Year 8 or Year 9:

Two encounters are mandatory for all pupils to attend. They must take place either at any time during Year 8 or between 1 September and 28 February during Year 9.

Second key phase – Year 10 or Year 11:

Two encounters are mandatory for all pupils to attend. They must take place either at any time during Year 10 or between 1 September and 28 February during Year 11.

The two encounters within each key phase must be with different providers. The same provider may be used in more than one key phase where appropriate.

The statutory encounters will take place during the standard school day and will provide pupils with meaningful opportunities to learn about technical education qualifications, apprenticeships and the progression routes available to them.

Meaningful provider encounters

The school is committed to providing meaningful encounters which enable pupils to develop a clear understanding of the opportunities available to them.

A meaningful provider encounter will normally:

- have a clear purpose that is communicated to the provider and pupils;
- have learning outcomes appropriate to the age, needs and stage of the pupils;
- provide information about the provider and the technical education qualifications and/or apprenticeships it offers;
- explain the careers and progression routes to which those qualifications or apprenticeships may lead;
- provide insight into what it is like to learn or train with the provider;
- provide opportunities for pupils to engage with provider staff and, where appropriate, current students or apprentices;
- include opportunities for pupils to ask questions and participate in two-way interaction; and
- provide opportunities for pupils to reflect on what they have learned and how it relates to their own interests, skills and future plans.

The school will use the Careers & Enterprise Company's resources, including its guidance on meaningful provider encounters, to support the planning and evaluation of activities.

Meaningful online engagement is also an option, and the school is open to providers who are able to provide high-quality live online engagement with pupils.

Departments also provide trips and other activities involving businesses and organisations to provide meaningful encounters with industries relating to different subjects. These activities form part of the school's wider careers programme and may complement, but will not necessarily replace, the statutory provider encounters.

The school will ensure that provider encounters are accessible and appropriate for all pupils, including pupils with special educational needs and disabilities (SEND), disadvantaged pupils and other pupils who may require additional support.

Impartiality and equality of opportunity

The school is committed to providing impartial careers information, advice and guidance. Provider access activities will be planned to ensure that pupils are able to understand the full range of appropriate academic, technical, vocational and apprenticeship pathways. The school will not show bias or favouritism towards a particular institution, qualification, provider, education or employment route.

The school will seek to ensure that all pupils have equitable access to provider encounters and that activities are appropriately adapted to meet individual needs. The school will particularly seek to ensure that pupils who may be less likely to encounter technical education or apprenticeship

pathways through their existing networks are given appropriate opportunities to explore these options.

Destinations of our pupils

The school monitors the destinations of pupils to evaluate the effectiveness of its careers programme and to inform future provision.

Last year our Year 11 pupils moved to a range of providers in the local area after completing their time with us:

Sixth form colleges – 51%

Further education college or other further education provider – 40%

Apprenticeships and employment – 9%

These figures will be reviewed and updated annually.

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 must provide a minimum of four encounters, together with a range of additional opportunities, for providers to engage with pupils as part of the school's wider careers programme.

Opportunities for providers to engage with pupils may include:

- assemblies and presentations;
- careers fairs;
- apprenticeship and technical education information sessions;
- curriculum-linked activities;
- careers and speed-networking events;
- technical and vocational taster sessions;
- college and training-provider visits and taster days;
- employer and industry networking events;
- workshops relating to applications, recruitment and employability;
- work-related learning activities; and
- virtual/live online provider encounters.

The specific opportunities available to providers will vary according to the school's annual careers programme, curriculum priorities and the needs of pupils.

Providers wishing to request access should contact the Careers Leader. Requests will be considered in line with the school's Provider Access Policy and the school's safeguarding, equality and operational requirements. The school will make reasonable efforts to accommodate appropriate requests, particularly where they support the school's statutory Provider Access entitlement.

The school will identify the four statutory provider encounters within its annual careers programme and will ensure that these meet the relevant requirements for timing, provider type, meaningful engagement and pupil participation.

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 the Student Support Centre available for discussions between providers and pupils, as appropriate to the activity.

The school will also make available any specialist equipment where reasonably required to support provider presentations or activities. All requirements will be discussed and agreed in advance of the visit with the Careers Leader.

Meaningful online engagement is also an option, and the school is open to providers who are able to provide live online engagement with 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 pupils at lunchtime upon request.

Any provider materials made available to pupils should be accurate, current and appropriate for the intended audience.

Safeguarding

All provider visits and activities will be subject to the school's safeguarding and visitor procedures. Providers will be expected to comply with the school's safeguarding requirements and any reasonable instructions provided by school staff.

The school will determine the level of supervision and any checks required in accordance with its safeguarding arrangements and relevant legislation.

Providers should raise any safeguarding or access concerns with the Careers Leader or the member of staff responsible for the activity.

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 September 2026 following the publication of the revised statutory guidance. The policy will be reviewed annually. The next review will take place in September 2027, or sooner if required following changes to legislation, statutory guidance or the school's careers programme.

Person Responsible	Mrs V Austen
Last Updated	September 2026
Review Date	September 2027