



# PROVIDER ACCESS POLICY

2024/25

**CLIFTON COMMUNITY SCHOOL**

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**HEADTEACHER:** Mrs A Leng





Department  
for Education

# **Careers guidance and access for education and training providers**

**Statutory guidance for schools and  
guidance for further education colleges  
and sixth form colleges**

# January 2023

## Policy statement on provider access

This policy statement could be integrated into a wider careers plan or strategy for your school or college.

### Clifton Community School: Provider Access Policy

#### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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 to 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 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 options events, assemblies and 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.

## Previous providers

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

RNN Group  
AMRC  
National Horseracing College  
Sheffield Hallam University  
The University of Sheffield  
Wickersley sixth form  
TRC

## Management of provider access requests

### Procedure

A provider wishing to request access should contact

**Mrs Josie Webster, Careers Leader, [jwebster@cliftonschoo.org](mailto:jwebster@cliftonschoo.org)**

### Opportunities for access

The school offers the four provider encounters required by law (marked in bold text) 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 or their parents or carers.

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

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 8	CIC Lessons English History Art ICT	Get up to speed with Stem – 60 students  CIC Lessons Science	CIC Geography PE

	<b>HEPP assembly and workshop</b>	MFL DT Maths	
Year 9	Options Interviews GCSE  CIC Lessons English History Art ICT	<b>AMRC assembly Henry Boot Assembly</b>  HEPP assembly and workshop  CIC Lessons Science MFL DT Maths	CIC Geography PE
Year 10	<b>RNN Group</b>  Life Skills – work experience preparation sessions CIC Lessons English History Art ICT	Y10 Careers Day including careers Fair  HeppSY session in careers day  CIC Lessons Science MFL DT Maths	Y10 Work Experience  CIC Geography PE
Year 11	Post 16 provider assemblies <b>Wath Rotherham United TRC RNN AMRC</b>  Meetings with careers adviser Post 16 applications	Post-16 interviews continue Applications completed Selected students visit Oxford Uni  Mock Interviews with local colleges and employers  <b>CIC Lessons Science MFL DT Maths</b>	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i> Confirmation of post-16 education and training destinations for all pupils  CIC Geography PE

	Y11 Careers Day including Careers Fair  <b>CIC Lessons</b> <b>English</b> <b>History</b> <b>Art</b> <b>ICT</b>		
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## **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

## **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](mailto:provideraccess@careersandenterprise.co.uk)

## **Approval and review**

Approved 1.1.2025 by Governors at Curriculum and Standards Committee

Next review: 1.1.2026

Signed: Helen Wetherall Chair of Governors

Anna Leng Head teacher



Department  
for Education

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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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