SMITHILLS SCHOOL
SUCCESS FOR ALL

Policy/Author: Careers Provider Access

A Bennett

Version: 1

Date: November 2026

Review Date: November 2027

C. Dewse

Headteacher

Ratified by LGB on: November 2026

Chair of Local Governing Body

L. Guest

Table of Contents

1. Introduction 3
2. Aims 3
3. Statutory requirements 3
4. Student entitlement 5
5. Management of provider access requests & opportunities for access procedures 5
6. Previous Providers 9
7. Pupil Destinations 10
8. Complaints 10
9. Links to other policies 11
10. Monitoring arrangements 11

1. Introduction

We will offer all of our students' opportunities to make an informed choice about their post 16 provision. This is also measured regularly against the careers standards of the Gatsby benchmarks using a Compass Assessment framework and evaluation with students, teachers and SLT as part of a progressive careers programme.

2. 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

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

3. 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 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Youth Challenge do not offer a provision for pupils in years 12 &13.

At Smithills, we aim to provide a minimum of 4 encounters with technical education or training providers to all pupils in years 7 to 11. (See more detail in section 3.1 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

3.1 The 4 encounters Smithills must offer to all pupils in years 8 to 11

Smithills must offer:

- 2 encounters for pupils during the 'first key phase' – Y7, 8 & 9, or KS3
- 2 encounters for pupils during the 'second key phase' – Y10 & Y11, or KS4

All pupils in these year groups must attend these encounters. 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.

At Smithills, we will ensure that each provider will 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
- Support pupils to see the importance of key transferrable skills and how they are relevant in the workplace
- Answers to any questions from pupils

At Smithills, these encounters will take place in addition to the opportunities for access outlined in section 5.2

3.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to 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

At Smithills, we will

- Implement a progressive programme that aims to broaden horizons, and scaffolds development of the knowledge and understanding required for students to identify their best next steps.
- Ensure that pupils gain knowledge of all available routes at key transitions, including technical and vocational.
- Use destination data and Labour Market Information (LMI) to identify any gaps and implement appropriate intervention. This information will enable us to inform continuous improvement and ensure that our young people are supported to understand opportunities through encounters and experiences of the workplace.
- We will collect and review destination data to shape key encounters required to meet the needs of our students.
- Utilise the Future Skills questionnaire annually and analyse the data gathered to inform continuous improvement in identifying gaps in pupil's knowledge and skills and informing practice.

4. Student entitlement

All pupils in years 7 to 11 at Smithills 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 taster events
- Understand how to make applications for the full range of academic and technical courses

5. Management of provider access requests and opportunities for access Procedure

5.1 Procedure

At Smithills, we hold a number of events which are integrated into the careers programme. This will allow the opportunity for providers both academic and non- academic to come into school to speak to pupils and their parents/carers.

If any providers wish to undertake any additional visits to the school this will be welcomed and you should contact:

Carolyn Dewse, Academy Headteacher

Smithills School, Smithills Dean Road, Bolton, BL16JS

01204 842382

c.dewse@smithillsschool.net

or

Andrea Bennet, Careers Leader

Smithills School, Smithills Dean Road, Bolton, BL16JS

01204 842382

a.bennett@smithillsschool.net

5.2 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

5.3 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:

In the following table:

- Outline examples of the opportunities provided for training and education providers to speak to pupils and/or their parents/carers
- Set out the times at which access will be given

We've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	<u>Assemblies</u> • Delivery of T Level assemblies x 3 providers to encourage pupils to gain knowledge and understanding of STEM and technical qualifications and entry requirement • Pupils to obtain knowledge and understanding for future careers choices	<u>Assemblies</u> Local college and training providers- including 2 encounters with approved providers of apprenticeships and technical education • 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 <u>Gateway</u> Gateway trip to Manchester Uni 12 pupils to attend yearly over 5 years to obtain information of University Life, Courses available and qualifications required Budgeting and finance and student life – Removing barriers to HE <u>Careers fair</u> – 50 providers Pupils to attend careers fair- To gain a clearer understanding of careers, skills set, salaries and job roles from employers and public services – College courses available and levels, entry requirements for colleges, 6th Form and Apprenticeships and application processes Pupils to obtain knowledge and understanding for future careers choices Labour force information	<u>Assemblies</u> • Delivery of T Level assemblies x 3 providers to encourage pupils to gain knowledge and understanding of STEM and technical qualifications and entry requirement Pupils to obtain knowledge and understanding for future careers choices

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	<u>T Level assemblies x 3 providers</u> • Delivery of T Level assemblies x 3 • Providers to encourage pupils to gain knowledge and understanding of STEM and technical qualifications and entry requirement 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 <u>Guest Speakers</u> Local employers and training providers to attend Assemblies promoting their business and talk about job roles, Careers and Apprenticeships within their business Labour Market force information	<u>Gateway</u> trip to Manchester Uni 12 pupils to attend yearly over 5 years to obtain information of University Life, Courses available and qualifications required Budgeting and finance <u>Assemblies – options choices</u> Bolton College Bolton 6th form Salford College Alliance Learning Apprenticeships Pupils to obtain knowledge and understanding for future careers choices <u>Careers Fair</u> – 50 providers Careers fair Pupils to attend careers fair- To gain a clearer understanding of careers, skills set, salaries and job roles from employers and public services – College courses available and levels, entry requirements for colleges, 6th Form and Apprenticeships and application processes Labour force information Pupils to obtain knowledge and understanding for future careers choices <u>Options Evening</u> Local colleges and providers and employers Pupils to obtain knowledge and understanding for future careers choices	5X Assemblies – T Levels & Stem Bolton College Bolton 6th form Salford College Bury College Wigan & Leigh Alliance Learning Apprenticeships Pupils to obtain knowledge and understanding for future careers choices • Local college and training provider in class visits including 2 encounters with approved providers of apprenticeships and technical education Find out about technical education qualifications and apprenticeship

YEAR 10	<u>Gateway</u> Gateway trip to Manchester Uni 12 pupils to attend yearly over 5 years to obtain information of University Life, Courses available and qualifications required Budgeting and finance Cambridge University Trip 30 pupils attended Cambridge University – listening to pupils' journeys and career oaths Q&A session tour of Cambridge and talks from professional lecturers Qualifications and entry requirements <u>Stem Event Electricity NW</u> 30 selected pupils attended a Stem Event for the day -to develop their knowledge and understanding [practical and theory sessions and technical qualifications information advice and guidance, Tour of training academy Apprenticeship Opportunity's <u>Work Experience Placements -</u> Employers given the opportunities to support the implementation of Skills builder by ensuring pupils understand the importance of the key transferrable skills needed for working life <u>Guest Speakers</u> Local employers to attend Assemblies promoting their business and talk about job roles, Careers and Apprenticeships within their business Labour Market force information <u>Honour Program –Bolton 6th Form</u> <u>55 year 10 pupils attend</u> 6-month programme to attend various workshops around college A level programmes to widen pupils' knowledge in careers – Lancaster University visit -Graduation ceremony <u>T Level assemblies x 3 providers</u>	<u>National Apprenticeship Week</u> Alliance learning, Bolton College presented at assembly and attended a lunch time drop in for IAG Northwest Lancashire Training & Alliance Training attended a lunch time drop in for Apprenticeship guidance <u>Careers fair</u> – 50 providers Careers fair Pupils to attend careers fair- To gain a clearer understanding of careers, skills set, salaries and job roles from employers and public services – College courses available and levels, entry requirements for colleges, 6th Form and Apprenticeships and application processes Pupils to obtain knowledge and understanding for future careers choices Labour force information Employers & Colleges and 6th forms given the opportunities to support the implementation of Skills builder by ensuring pupils understand the importance of the key transferrable skills needed for working life <u>Pupils securing work experience placements</u> Employers given the opportunities to support the implementation of Skills builder by ensuring pupils understand the importance of the key transferrable skills needed for working life <u>Guest Speakers</u> Local employers to attend Assemblies promoting their business and talk about job roles,	<u>Employers /Colleges</u> Local college and training provider in class visits including 2 encounters with approved providers of apprenticeships and technical education Work experience placement (1 week) Employers given the opportunities to support the implementation of Skills builder by ensuring pupils understand the importance of the key transferrable skills needed for working life <u>Lunch time drop ins</u> 5 local colleges to attend lunch time drop ins for all Year 10 pupils to develop their knowledge of their chosen career paths for Post 16 IAG for courses and entry requirement <u>Taster Days</u> Pupils to attend 2 local colleges for a sampling day to widen their knowledge and understanding of courses available - A levels T levels B Tecs Apprenticeship frameworks and qualifications and entry requirements for Post 16 Application process

	AUTUMN TERM	SPRING TERM	SUMMER TERM
	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 <u>SEND COFFEE MORNING</u> Parents and carers of Year 10 & 11 SEND pupils are invited into school for a bespoke session for colleges and providers for Post 16 IAG – To support their child's induvial needs for College Applications Apprenticeship Applications Transition Support Support Needs EHCP support SEND support • Understand how to make applications for the full range of academic and technical courses	Careers and Apprenticeships within their business Labour force information	

YEAR 11	<u>Lunch time drop ins</u> 8 local colleges to attend lunch time drop ins fortnightly for all Year 11 pupils to develop their knowledge of their chosen career paths for Post 16 IAG for courses and entry requirement Cambridge University Trip 30 pupils attended Cambridge University – listening to pupils journeys and career oaths Q&A session tour of Cambridge and talks from professional lecturers Qualifications and entry requirements <u>Mock Interviews: local Colleges and training providers and employers</u> Each pupil in Year 11 will complete an application form - a job role using an advertisement in session 0 Throughout the day pupils have a time allocation to attend Mock Interview Day where 35 visitors complete a Mock Interview for preparation for college, 6th form and Apprenticeship interviews Giving each pupil constructive feedback to support all pupils <u>SEND COFFEE MORNING</u> Parents and carers of Year 10 & 11 SEND pupils are invited into school for a bespoke session for colleges and providers for Post 16 IAG – To support their child's induvial needs for College Applications Apprenticeship Applications Transition Support Support Needs EHCP support SEND support <u>Guest Speakers</u>	<u>Lunch time drop ins</u> 8 local colleges to attend lunch time drop ins fortnightly for all Year 11 pupils to develop their knowledge of their chosen career paths for Post 16 IAG for courses and entry requirement & support with applications <u>National Apprenticeship Week</u> Bolton College presented at assembly and attended a lunch time drop in for IAG for Apprenticeship guidance Northwest Lancashire Training & Alliance Training attended a lunch time drop in for Apprenticeship guidance <u>Careers fair</u> – 50 providers Careers fair Pupils to attend careers fair- To gain a clearer understanding of careers, skills set, salaries and job roles from employers and public services – College courses available and levels, entry requirements for colleges, 6th Form and Apprenticeships and application processes Pupils to obtain knowledge and understanding for future careers choices Labour force information <u>Gateway</u> Gateway trip to Manchester Uni 12 pupils to attend yearly over 5 years to obtain information of University Life, Courses available and qualifications required Budgeting and finance Graduation Ceremony – all pupils to graduate <u>Guest Speakers</u> Local employers to attend Assemblies promoting their business and talk about job roles,	<u>Lunch time drop ins</u> 8 local colleges to attend lunch time drop ins fortnightly for all Year 11 pupils to develop their knowledge of their chosen career paths for Post 16 IAG for courses and entry requirement & support with applications

	AUTUMN TERM	SPRING TERM	SUMMER TERM
	Local employers to attend Assemblies promoting their business and talk about job roles, Careers and Apprenticeships within their business Labour force information	Careers and Apprenticeships within their business Labour force information	

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

5.4 Granting and refusing access

We will always try to provide access wherever possible. We will grant access requests where there is opportunity for a positive contribution to our careers programme.

Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during exam/assessment periods)
- Timing of the academy day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Academy Headteacher, Carolyn Dewse.

5.5 Safeguarding

Any provider visiting the school will be asked to sign in at reception and will be provided with a visitor's badge, which they must wear for the duration of the visit. They will be met by the staff member in charge of the visit and escorted into the school, to their area - whether this be a classroom or within one of the vocation areas. During their visit, providers will be escorted around the building and will be supervised at all times. If the provider has a DBS we will ask to see this before their arrival. At any event / workshops, providers will be informed that no personal information can be shared with a young person. They must not use their mobile phones to video events or to take images.

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.

5.6 Premises and facilities

Providers can access appropriate spaces when attending the school. These spaces include, classrooms of various sizes, hair and beauty salon, catering kitchen in LM6, and the sports hall depending upon the need and the purpose of the visit. All of the main classrooms have large screens and access to computers for presentations.

Room availability, and access to any equipment needed can be discussed as part of the booking process with Andrea Bennett, Careers Leader. Providers can leave prospectuses or other material for students to access post visit.

Providers will be informed of any incidences that may affect the visit from taking place with as much notice as possible, such as any public health incidents.

6. Previous providers

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

Job Sector	Business
Engineering and Manufacturing	• Alliance Learning Apprenticeships • MBDA • Stateside Food
Finance	• National Westminster Bank - careers in banking • Department of Work & Pensions
Retail /Construction	• Paint – Sherwin Williams Apprenticeships • Robertson construction - Apprenticeships
Public services and administration	• Army • Police Service • Fire Service • RAF • Navy

7. Pupil destinations

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

Alliance learning – Apprenticeships
Bolton College
Bolton 6th form
Bradford College
Bury College
Cardinal Newman
Holy Cross 6th form
Salford College
Runshaw College
Rivington & Blackrod 6th form
Wigan & Leigh College
Thornleigh 6th form
Cannon Slade 6th form

8. Complaints

Any complaints related to provider access can be raised following the school complaints procedure

Use the QR code to access the Bolton Impact Trust Complaints procedure

or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

9. Links to other policies

Use the QR code to access the following policies

Safeguarding/child protection policy

Careers guidance policy

Curriculum policies

10. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Andrea Bennett, Careers Leader.

This policy will be reviewed by Andrea Bennett, Careers Leader, and Carolyn Dewse, Academy Headteacher, and ratified by the trustees annually.

At every review, the policy will be approved by the governing board.