Careers Provider Access Policy
2026 - 2027

1.0 Introduction

This policy statement sets out Matravers School's arrangements for managing access by education and training providers to pupils in Years 8 to 13 for the purpose of informing them about approved technical education qualifications, apprenticeships and related progression routes. It supports the school's compliance with Section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022, and the Provider Access Legislation which came into force in January 2023. The policy should be read alongside the Department for Education statutory guidance, *Careers guidance and access for education and training providers*, updated in May 2025, and relevant guidance and resources from The Careers & Enterprise Company.

2.0 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.

3.0 Commitment

Matravers School is committed to ensuring that a range of approved education and training providers have meaningful opportunities to access pupils for the purpose of informing them about technical education, apprenticeships and other progression routes. We recognise our responsibility to help pupils make informed choices at key transition points and to present academic, vocational and technical pathways impartially. We will not show bias towards any route and will ensure that pupils and, where appropriate, parents and carers, are made aware of the full range of options available to them post-16 and post-18, including apprenticeships, T Levels, Higher Technical Qualifications, supported internships and other approved technical education pathways.

4.0 Aims

Matravers School policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To 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.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

5.0 Statutory Requirements

5.1 Schools must ensure that there is an opportunity for a range of education and training providers to access pupils in Years 8 to 13 for the purpose of informing them about approved technical education qualifications, apprenticeships and related progression routes. Provider encounters must form part of the school's wider careers programme and should support pupils to understand the full range of academic, technical and vocational options available at key transition points.

5.2 Schools must provide a minimum of six provider encounters with approved technical education or apprenticeship providers for pupils in Years 8 to 13. The first four encounters are mandatory for all pupils to attend. The two encounters in the third key phase must be offered by the school but are optional for pupils to attend.

5.3 Schools must offer:

- 2 encounters for pupils during the 'first key phase' (Year 8 or 9)
  - All pupils must attend.
  - Encounters can take place any time during Year 8, and between 1 September and 28 February during Year 9
- 2 encounters for pupils during the 'second key phase' (Year 10 or 11)
  - All pupils must attend.
  - Encounters can take place any time during Year 10, and between 1 September and 28 February during Year 11
- 2 encounters for pupils during the 'third key phase' (Year 12 or 13)
  - Pupils can choose to attend.
  - Encounters can take place any time during Year 12, and between 1 September and 28 February during Year 13

5.4 These encounters must take place for a reasonable period of time during the standard school day. Encounters outside of the school day may complement the careers programme but will not count towards the statutory minimum. A meaningful provider encounter will give pupils the opportunity to learn about the provider and its approved technical education or apprenticeship offer, understand entry requirements and progression routes, and ask questions.

6.0 Safeguarding

6.1 Our 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.

6.2 Careers education will bring students into contact with people outside of their everyday school life, both within school and through work experience. Care needs to be taken to ensure all safeguards are in place, and this policy must be implemented in conjunction with the Safeguarding and Child Protection Policy.

7.0 Pupil Entitlement

7.1 All pupils in Years 8 to 13 are entitled to access provider encounters as set out in this policy. Pupils in Year 7 will also receive careers education as part of the wider careers programme, but Year 7 does not count towards the statutory provider access minimum.

- 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.

8.0 Management of Provider Access Requests

8.1 Procedure

8.1.1 Requests should include the proposed purpose of the encounter, target year group or key stage, preferred timing, details of the provider's technical education or apprenticeship offer, proposed format, any equipment or rooming requirements, and any safeguarding or accessibility considerations.

	Autumn Term	**Spring Term**	**Summer Term**
Year 7-9	Opportunity to speak with pupils to address stereotypes in Careers. Opportunity to attend a **mock interview day** preparing pupils for future interviews.	**Overview of post 16 options** for students and parents, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships. **National Apprenticeship Week** and **National Careers week** activities for students to include information on careers, pathways into careers, employer opportunities. Employer event for students– **Careers Fair** giving overview of local, regional and national opportunities and skills requirement.	Opportunity for **Work Place Visits.**
Year 10-11	Overview of post 16 options for students- **Options Fair** with Market Stalls	**Overview of post 16 options** for students and parents, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships. **National Apprenticeship Week** and **National Careers week** activities for students to include information on careers, pathways into careers, employer opportunities. Employer event for students– **Careers Fair** giving overview of local, regional and national opportunities and skills requirement.	**Overview of post 16 options** for students and parents, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships.

		Opportunity to attend a **mock interview day** preparing pupils for future interviews.	
Year 12-13	**Overview of post 18 options** for students and parents, to include: Degrees, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships.	**Overview of post 18 options** for students and parents, to include: Degrees, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships. **National Apprenticeship Week** and **National Careers week** activities for students to include information on careers, pathways into careers, employer opportunities.	Opportunity to provide pupils with **Work Experience** during 1-week work experience. Opportunity to support pupils with **interview preparation**.

8.1.2 A provider wishing to request access should contact **Miss Michelle Drewitt**, Assistant Headteacher and Careers Lead.
Telephone: 01373 822666;
Email: mdrewitt@matravers.wilts.sch.uk

8.2 **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.
Please speak to our Careers Leader to identify the most suitable opportunity for you.

9.0 Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms 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 or a member of their team.
We welcome both face to face and virtual online encounters and can be flexible to suit the employer/education provider.
Virtual encounters may be used where they are planned, interactive and meaningful, and where pupils are able to engage with the provider and ask questions. Where encounters are delivered virtually, the school will ensure appropriate supervision and safeguarding arrangements are in place.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre. The Learning Resource Centre is available to all students at lunch and break time as well as after school daily.

10.0 Granting and Refusing Access

Access will be granted at times when assemblies/ongoing programmes/ events as detailed above are running. Access at other times will be considered on a case-by-case basis, taking into account the wider impact on students' education and timetables lessons.
Access will usually be granted where the request supports pupils' understanding of approved technical education, apprenticeships or related progression routes; is appropriate to the age and needs of the pupils; can be accommodated

within the school calendar; meets safeguarding expectations; and contributes to a balanced, impartial careers programme. Access may be refused where a request does not meet these criteria, where there are safeguarding or suitability concerns, where the activity would significantly disrupt learning, or where the school has already provided sufficient comparable opportunities for that phase.

11.0 Equality, Accessibility and Inclusion

The school will seek to ensure that provider encounters are accessible to all pupils, including pupils with special educational needs and disabilities, disadvantaged pupils and pupils with education, health and care plans. Providers should share any accessibility requirements in advance, and the school will consider reasonable adjustments so that pupils can participate meaningfully.

12.0 Questions

Any enquiries related to provider access should be directed to the Matravers School Careers Lead.

13.0 Monitoring Arrangements

The school's arrangements for managing access by education and training providers are monitored by Miss M Drewitt, Assistant Headteacher and Careers Lead. Monitoring will include reviewing the planned careers programme, recording provider encounters, checking coverage across Years 8 to 13, and using relevant Careers & Enterprise Company tools and guidance, including Compass+ where appropriate, to evidence and evaluate provision.
This policy will be reviewed at least annually, or sooner if statutory guidance or school arrangements change, by Miss M Drewitt, Assistant Headteacher and Careers Lead.
At every review, the policy will be approved by the Full Board of Governors.

14.0 Appendix: Provider History and Destinations

Providers who have been invited into Matravers School to date include:

- Wiltshire Council
- Qinetiq
- Westbury Town Council
- MOD
- Wiltshire College
- Bath College
- Trinity Care Home
- Saxon Care
- Wiltshire Police
- Arla Westbury
- Bath Spa University
- Department for Work and Pensions
- Coventry University
- Network Rail
- New College Swindon
- Systemagic

14.0 Policy Review

14.1 This policy will be reviewed every 12 months or earlier if new statutory guidance is issued.

Issued / last updated:	July 2026
Adopted by Governors:	July 2026

Reviewed by:	FGB
Review interval:	As required