



Saint Paul's Catholic High School



We are His body, living and learning as one.

PROVIDER ACCESS POLICY

BELONG BELIEVE ACHIEVE

Document Record

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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.

Commitment

St Paul's Catholic High School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. St Paul's Catholic High School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

St Paul's Catholic High School endeavours to ensure that all students are aware of all routes to higher skills and can access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

1.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

2. 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 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the Education Act 1997; the Skills and Post-16 Act 2022 and within 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.

2.1

The 6 encounters schools must offer to all students in years 8 to 13

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Schools must offer:

2 encounters for students during the 'first key phase' (year 8 or 9)

- All students must attend
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

2 encounters for students during the 'second key phase' (year 10 or 11)

- All students must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

- 2 encounters for students during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for students to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

2 encounters for students during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for students to attend.

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 St Paul’s Catholic High School, we ensure compliance with the statutory guidance by ensuring that the minimum expectation of encounters is at least adhered to whilst also providing encounters for year 7 also. Evidence of the encounters provided are available within the ‘Careers Map’ that is available on the school website.

We will ask each provider to provide information regarding the following:

- The approved qualifications or apprenticeships they offer
- What careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students.

1 encounter is defined as a meeting/session between students and a provider which involves a two-way interaction between students and appropriate provider staff. These encounters will be a mixture of face to face ‘live’ encounters and online webinars.

3.Student entitlement

At St Paul's Catholic High School all students in years 8 to 11 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 academic education, technical education and apprenticeships
- Attend options events, careers fayres, drop down days, assemblies and taster days.
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Ms C McKeeney (Head of Careers).

Telephone: 0161 499 0000 Email: c.mckeeney@st-paulshigh.net

4.2 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:

Please see below a link to more information:

<https://www.st-paulshigh.net/careers-service-work-experience/>

4.3 Granting and refusing access

We will grant access requests that meet the following criteria:

1. Are requested within a reasonable timescale
2. The provider can offer appropriate pathways for the students, both academically and personal development

3. Are inclusive and aligned with the Trust's equal opportunity, safeguarding and child protection policies

4. Meet the needs of the students

We will refuse any access request that:

1. Where it is at the detriment of students' learning

2. At odds with the Trust's equal opportunity and safeguarding and child protection policies

3. Results in unwarranted disruption to the school

4. The request is from an unregistered provider

4.4 Safeguarding

Our Safeguarding and Child Protection policy outlines the school's procedure for checking the identity and suitability of visitors.

<https://www.st-paulshigh.net/policies/>

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Details of premises or facilities to be provided to a person who is given access:

The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Head of Careers or a member of Senior Staff. Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the school staff who will facilitate.

Providers are welcome to leave a copy of their prospectus or other relevant course literature to be displayed in the School Learning Resource Centre (LRC).

The school's LRC is available to all students at lunch, break time and after school. Providers can send information or request possible activities by contacting Ms McKeeney.

Live/Virtual encounters:

St Paul's Catholic High School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school's assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

5. Previous providers

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

- Timpson's Ltd
- Cardinal Maritime
- Manchester Airport Group
- The Army
- DNata Catering
- Kimpton
- GM Higher
- BW3
- Wythenshawe Community Housing Group
- The Manchester College
- Trafford College
- Xaverian College
- Loreto College
- The National Apprenticeship Service
- The Growth Company
- Manchester City Council
- My Perfect University
- The Talent Foundry
- University of Manchester
- Futbol Lingo
- Kuehne & Nagel
- Endress & Hauser
- Greater Manchester Police
- Nicky Oliver Hairdressing
- The Carlton Hotel
- Autotrader
- Manchester Airport Group

- Brown Jacobson
- The Intellectual Group
- The Artist Partnership
- Aviva Studios
- BAM Construction
- NHS
- Football Futures
- CICES (Chartered Institution of Civil Engineering Surveyors (CICES))

6. Student destinations

Last year (2025 leavers), our year 11 students moved to a range of providers in the local area after School:

89.94% Further Education College, this includes:

- 56.80% Full time education -further education
- 0.59% Full time education – other
- 2.37% Full time education – school sixth-form
- 30.18% Full time education – sixth form college

Other:

- 2.96% Apprenticeship
- 1.18% Employment without training
- 0.59% Re-engagement provision
- 4.14% Seeking employment, education or training NEET Available
- 0.59% Not available to the labour market NEET not available
- 0.59% Cannot be contacted – no current address NEET

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure using the contact information below:

a.ridgway@st-paulshigh.net

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

8. Links to other policies

- Safeguarding and Child Protection policy
- Careers guidance policy

- Curriculum policy
- Complaints policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Ms C McKeeney.

This policy will be reviewed by Ms C McKeeney, annually. At every review, the policy will be approved by the Local Governing Body.