Careers Provider Access Policy Statement 2025-26

Approved by: SLT March 2026

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Version 1.0

CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

Careers Provider Access Policy Statement

Introduction

This policy statement sets out the school's arrangement for managing the access of providers to students at the school for the purpose of giving the information about the provider's education or training offer. As part of our commitment to informing our students of the full range of learning and training pathways on offer to them, we will consider requests from approved training, apprenticeship and vocational education providers to speak to students. 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.

This statement complies with Section 42B of the Education Act 1997 and reflects the updated statutory guidance issued by the Department for Education (DfE) in May 2025. [*gov.uk*]

It also aligns with the updated Provider Access Legislation (PAL), which requires schools to provide a minimum of six encounters with approved providers across Key Stages 3, 4, and 5 (*Careers and Enterprise Legislation*).

Our Careers and Aspirations programme, running between Year 7 and Year 13, is a key part of our Curriculum Purpose and Intent.

Student Entitlement

All students Y7-13 are entitled to:

- Find out about technical education qualifications, this will include T Levels 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 providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- 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 7 to 9) and two encounters for pupils during the 'second key phase' (Year 10 to 11). For pupils in the 'third key phase' (Year 12 to 13), particularly those that have not yet decided on their next steps, there are a minimum of two further provider encounters available during this period, which are optional for pupils to attend.

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 (*Making it Meaningful: Benchmark 7 | CEC Resource Directory*) produced by the Gatsby foundation. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils provided it can meet the criteria set out above.

Development

This policy has been developed and is reviewed annually by the Head of Careers (Lian Bates) and SLT Strategic Lead for Careers (James Nelson, Assistant Head) based on current good practice guidelines by the Department for Education.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact Lian Bates, Head of Careers, Telephone: 01242 672546, Email: lab@cleeveschool.net, stating:

- Their intended audience (year group)
- Any proposed dates and durations

Requests will be considered based on:

- The most appropriate point in the curriculum.
- Whether the request meets PAL and Gatsby Benchmark 7 guidance.
- Available facilities and staffing.
- Avoiding disruption to exams or key school events.

Opportunities for access

A number of events, integrated into the school's careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers or events we will also offer virtual and face to face assemblies to maximise participation. Opportunities may include:

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 audiovisual and 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 their team.

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 within Explore. There is also a career section located in the Sixth Form Centre and within the Careers Office. The Resource Centre is available to all students at lunch times and break times.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Life Skills lessons, and Careers or Raising Aspirations events that Cleeve School is arranging.

Further careers activities

Other careers activities include, but are not limited to, those shown below. The full careers programme is outlined on the school website.

Year	Autumn Term	Spring Term	Summer Term
7	Life Skills – what are careers? REACH Tutor Time Activities	National Careers Week National Apprenticeship week Take your child to work day	STEM Careers Day Assembly – What are apprenticeships/T Levels – different career paths
8	REACH Tutor time Activities	National Careers Week National Apprenticeship week Take your child to work day Assembly on T Level and Apprenticeships	STEM activity - Solar Powered Cars Assembly on searching careers
9	Options Process Morrisby – on line tool – comprehensive careers ad education guidance from Morrisby, the accredited market leaders. www.fasttomato.com Careers Fair – business, training providers and education providers invited	National Careers Week National Apprenticeship week Options evenings and presentations in school National Careers Week Assembly on T Level and Apprenticeships	Enterprise Day Tutor time activities
10	Post 16 Options Aim Higher National Apprenticeship show, Careers Fair business, training providers and education providers invited College taster days	Introduction to Springpod Introduction to Apprenticeships – ASK – delivering presentation Application, CV and letter writing in CV Lessons in preparation for Work experience Assembly on T Level and Apprenticeships	1:1 Career Appointments Work Experience Placements Visit to/from local businesses/Glos Uni Gloucestershire College Taster Day

11	Gloucestershire College Taster Day Post 16 Option Process, including visits from Post 16 Providers CV Lessons on Applying for a job Writing a CV Interview technique Mock interviews 1:1 Career appointments National Apprenticeship show, Unifrog launch NCS assembly	National Careers Week National Apprenticeship week 1:1 Careers Appointments Gloucestershire College Taster Day Post 16 Options day Assembly on T Level and Apprenticeships ASK Programme – ongoing weekly sessions Careers Fair Business, training providers and education providers invited	Work with any students unplaced or at risk of NEET – Support from FE providers, Youth Support, Prospect Training, Young Gloucestershire
12	National Apprenticeship show RAF – employability day including team building Careers Fair – Business, training providers and education providers invited Springpod Launch Tutor activities – Futures 1:1 careers appointments to check students have chosen and are on right courses ASK Programme – ongoing weekly sessions	National Careers Week National Apprenticeship week Work Experience assembly ASK Programme – ongoing weekly sessions	Work Experience Placements Mock Interviews Employability Day UCAS/Careers information evening/launch UCAS Convention visit, NEC University Open days ASK Programme – ongoing weekly sessions
13	Unifrog 1:1 Career Appointments Careers Fair – Business, training providers and education providers invited Cardiff University delivering How to write a Personal statement Elevate delivering session on How to to apply for a job, good/bad CV ASK Programme – ongoing weekly sessions	National Careers Week National Apprenticeship week 1:1 Career Appointments Futures day ASK Programme – ongoing weekly sessions	Opportunity to have further career support on results day

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