



WESTSIDE  
SCHOOL

## **Provider Access Policy**

**Policy Written By:**  
**Ratified By:**  
**Review Date:**

Keighley McNeish  
Board of Trustees  
September 2025

## 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

## WESTSIDE SCHOOL CAREERS INFORMATION AND PROVIDER ACCESS STATEMENT

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Westside School. Effective careers support can help to prepare our young people for the opportunities, responsibilities and experiences of life; it can help our students to make decisions and manage transitions as learners to workers. The careers programme is designed to meet the needs of students at this school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. This page provides some of the key information in relation to our careers strategy.

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## 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 11 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 pupils in years 8 to 11 (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 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.

## THE SIX ENCOUNTERS SCHOOLS MUST OFFER TO ALL PUPILS IN YEARS 8 TO 11

Westside 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

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.

Westside must ask each provider to 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.
- Answers to any questions from pupils.

## MEANINGFUL PROVIDER ENCOUNTERS

Our school is committed to providing meaningful encounters to all pupils. One encounter is defined as one meeting/session between pupils and one provider.

## STUDENT ENTITLEMENT

All students in Years 8 - 11 at Westside School 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

All students in years 8-11 are entitled to:

1. Access to a planned careers programme relevant to their year group.
2. Access to a qualified, impartial and independent careers adviser for personalised guidance.
3. Access information about the world of work and the labour market.
4. Access information and guidance about higher education, training and employment opportunities.
5. Develop personal and enterprise skills to improve their employability
6. Find out about technical education qualifications 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.
7. Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships — through options events, assemblies, group discussions and taster events.
8. Be informed about how to make applications for the full range of academic and technical courses.
9. Access to a curriculum rich in information about careers and the world of work.

10. Access a programme of CEIAG which challenges stereotypes and discrimination and promotes equality and diversity in training and in the workplace.

Through a planned programme of CEIAG that takes a full 11-16 approach, Westside School seeks to help all students to take their place as suitably qualified and responsible adults within society. Westside School endeavours to provide independent and impartial careers guidance throughout students' time at the school to support career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

We aim to enable young people to learn about careers, learning and work so that they can manage their own development and make life choices and decisions that will benefit their own wellbeing and contribute to the wellbeing of others. We take a skills-centred approach to CEIAG, alongside providing guidance and support.

Westside School aims to deliver a broad, balanced and connected CEIAG curriculum that addresses young people's entitlement and provides students with personal, social and employability skills alongside the knowledge and understanding to support:

1. Self-development through careers and work-related education (understanding themselves and the influences on them).
2. Learning about careers and the world of work.
3. Career Management (developing skills for career wellbeing and employability).

***For more details, please see the Careers Curriculum located in the Appendix.***

## **MANAGEMENT OF PROVIDER ACCESS REQUESTS**

### **PROCEDURE**

Outline the procedures that providers must follow when requesting access to students.

Include the following contact details:

A provider wishing to request access should contact Keighley McNeish (SLT Link to Careers)

**Telephone:** 0207 504 0512.

**Email:** [Keighley.mcneish@westsideschool.org.uk](mailto:Keighley.mcneish@westsideschool.org.uk)

## 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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
<b>YEAR 8</b>	Assembly and tutor group opportunities Employability skills Meeting with a careers adviser	Key Stage 4 options event	Careers workshop Technical/vocational tasters at local colleges and training providers
<b>YEAR 9</b>	Assembly and tutor group opportunities Employability skills Meeting with a careers adviser	Key Stage 4 options event	No encounters — encounters must have taken place by 28 February
<b>YEAR 10</b>	Post-16 technical education options assembly with General Further Education College Life Skills Work experience preparation sessions Assembly and tutor group opportunities Employability skills	Networking event with providers and employers Technical/vocational tasters at local college/s, training providers	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers

<b>YEAR 11</b>	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications	Post-16 interviews Apprenticeships with support with applications	No encounters — encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils
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Please speak to our careers advisor to identify the most suitable opportunity for you. These events will run in line with any measures related to public health incidents, including COVID-19.

## GRANTING AND REFUSING ACCESS

On occasion, providers may be refused access, but at Westside School, we do have a number of events, integrated into the school careers programme, which will offer providers an opportunity to come into school to speak to students. Please speak to our Head of Careers to identify the most suitable opportunity for you.

## SAFEGUARDING

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

## PREMISES AND FACILITIES

Westside School will also approach these providers directly when planning and organising key career-related events throughout the school year, such as school assemblies, webinars within the curriculum, including live events, careers engagement events and parents' evenings. The quality and impact of careers provision at Westside School is

monitored by our Trustees and Head Teacher. Access and opportunity to engage with technical, vocational and training providers will form part of this process. Westside School has a range of facilities available for providers to use in support of our careers programme. This includes 2 Halls, Classroom Space, Dining Hall, and designated meeting rooms for one-on-one meetings. The school will make the main hall, classrooms or any other required space available for discussions between the provider and student/s, as appropriate to the activity. The school will also make available ICT equipment to support the providers presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead person.

Providers are welcome to leave their prospectus or other relevant course literature for our library and Sixth Form Common Room.

## **PREVIOUS PROVIDERS**

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

- Clement James
- Chelsea FC
- QPR FC
- Spark Charity

## **PUPIL DESTINATIONS**

Information can be found on the Westside School Website.

## **COMPLAINTS**

Any complaints related to provider access can be raised following the school's complaints procedure located on Westside School Website Policies - Key Information - Westside School or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## LINKS TO OTHER POLICIES

Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy

## MONITORING ARRANGEMENTS

The school's arrangements for managing the access of education and training providers to students are monitored by Keighley McNeish (SLT Career Lead).

The careers programme is reviewed annually. When monitoring the success of the careers programme, the school considers formal and informal measures and both qualitative and quantitative data. The careers programme is evaluated in a number of ways, including:

- Student feedback on their experience of the careers programme and what they gained from it
- Where possible, student evaluation feedback is completed by the organisations and third parties leading our careers opportunities
- Compass+, which is a tool to track and report on our careers programme
- Destination and NEET statistics provided by the local authority
- Internal audits, including termly reviews by the Head of Careers, which are reviewed by our Senior Leadership Team annually
- External audits or reviews, including Challenge Partner reviews, as well as the Department of Education agencies such as Ofsted

At every review, the policy will be approved by the Board of Trustees.