Archbishop Ilsley Catholic School

Part of the St Teresa of Calcutta Multi-Academy Company

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Policy Author / Checked By	Mr J Meredith, Head of Careers / Mr D Hearnden
Government/DfE Requirement	Statutory

[Provider Access Policy]

[A Guide for Providers and Employers]

This policy is underpinned by our school motto and our core values, so that pupils become wise, courageous learners, as well as dignified people of integrity.

"Just and firm of purpose"

The motto of Archbishop Edward Ilsley, and the motto of our school

Our Core Values

Wisdom • Courage • Dignity • Integrity

From [October 2026]

Provider Access Policy Statement

1. Introduction

Archbishop Ilsley Catholic School is committed to ensuring that all pupils and students are well informed about their future education, training and career opportunities, so that every learner can make ambitious, informed choices at each transition point.

This policy statement sets out the school's arrangements for managing the access of education and training providers to pupils, for the purpose of giving them information about the provider's education or training offer. It complies with the school's legal obligations under **section 42B of the Education Act 1997** (the "Baker Clause", as amended by the Technical and Further Education Act 2017 and the Skills and Post-16 Education Act 2022) and the Department for Education's statutory guidance, **Careers guidance and access for education and training providers** (updated June 2026).

2. Pupil entitlement

All pupils and students in Years 7 to 13 are entitled to:

- 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;
- 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;
- understand how to make applications for the full range of academic and technical courses;
- receive impartial careers guidance, including from our Independent Careers Adviser, Melanie Williams.

3. Scope

Relevant providers include further education colleges, sixth form colleges, university technical colleges, universities, independent training providers and apprenticeship providers, including employers offering apprenticeships.

4. Opportunities for access

A number of events are built into the school's careers programme. These offer providers an opportunity to come into school to speak to pupils and, where appropriate, their parents and carers:

- Inspiration Days (Years 7 and 8) and Enterprise Day and Insight Day (Year 9);
- the Annual Careers/University Fair (Years 10 to 13);
- talks and assemblies from colleges, universities and apprenticeship providers – at least one per year group each academic year;
- college and sixth form research and post-16 options lessons (Year 11) and group sessions on post-18 options and apprenticeships (Years 12 and 13);
- university taster days, UCAS and careers conferences (Years 12 and 13);
- tutor-time careers lessons and curriculum-based careers activities within subject lessons, in all years;
- Year 9 Options Evening, Year 11 Sixth Form Options Evening and parents' consultation meetings (for parents and carers).

Inspiration Days, Enterprise Day and other year group activities will count towards the statutory requirement where they include a meaningful encounter with an approved technical education or apprenticeship provider. University visits and other aspiration-raising events provide timely and impartial information, advice and guidance, but do not count as provider encounters. Events held outside the school day, such as options evenings and parents' consultation meetings, do not count towards the statutory encounters.

5. Statutory provider encounters

Every pupil will have **a minimum of six encounters** with providers of approved technical education qualifications or apprenticeships during their time at the school:

Encounters	When	Attendance	Planned at Archbishop Ilsley
Encounters 1 and 2	Year 8, or Year 9 by 28 February	Compulsory for all pupils	Year 8 Inspiration Day; Year 9 Enterprise Day (where held before 28 February); talks from colleges and apprenticeship providers supporting Year 9 GCSE choices
Encounters 3 and 4	Year 10, or Year 11 by 28 February	Compulsory for all pupils	Year 10 Annual Careers/University Fair; Year 11 talks from colleges and apprenticeship providers as part of college and sixth form research and post-16 options lessons
Encounters 5 and 6	Year 12, or Year 13 by 28 February	Offered to all; attendance optional	Annual Careers/University Fair; group sessions on post-18 options and apprenticeships with apprenticeship and training providers

The Careers Leader confirms the date of each encounter in the annual careers calendar.

Each encounter will take place during the main school day, and the provider will be given a reasonable amount of time to, as a minimum:

- share information about the provider and the approved technical education qualifications and apprenticeships it 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 students from the provider;
- answer questions from pupils.

The Careers Leader records each encounter, by pupil, in Compass+, so that the school can show that every pupil has received their entitlement.

6. Procedure for requesting access

A provider wishing to request access to any of the events above, or to come into school to speak to pupils, should contact:

Mr James Meredith, Head of Careers and Careers Leader
Email: j.meredith@ilsley.bham.sch.uk · careers@ilsley.bham.sch.uk
Telephone: 0121 706 4200

or **Mr Peter Foley**, Deputy Headteacher (SLT link for careers)
Email: p.foley@ilsley.bham.sch.uk
Telephone: 0121 706 4200

Requests should include:

- the purpose of the visit;
- the target year group(s);
- preferred date(s);
- the format of the session (assembly, workshop, small group or online).

The school will respond promptly, normally within ten school days, and will schedule sessions wherever possible.

7. Granting and refusing requests

The school will grant all reasonable requests. A request may be declined, or an alternative date offered, where:

- the proposed date clashes with examinations, assessments or other fixed school events;
- insufficient notice has been given to arrange the session safely;

- the provider is unable to meet the school's safeguarding requirements;
- the proposed content is not relevant to pupils' education and training choices.

Where a request is declined, the Careers Leader will explain the reason and, wherever possible, offer an alternative opportunity.

8. Premises and facilities

The school will make the hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available audio-visual and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader.

Meaningful online engagement is also an option, and we welcome providers able to offer live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature, which will be made available to pupils through the careers library, managed by the Careers Leader.

The school works closely with the Careers Hub and its Enterprise Coordinator, Claire Donnelly, to maximise pupils' contact with providers and the world of work.

9. Safeguarding

All external providers must comply with the school's Child Protection and Safeguarding Policy and Keeping Children Safe in Education. Visitors will sign in at reception, wear identification, and be supervised by a member of staff unless appropriate checks have been completed. Any safeguarding concern should be reported to the Designated Safeguarding Lead, Mr D. Corrigan.

10. Complaints

Any complaint about provider access can be raised through the school's complaints procedure, or directly with The Careers & Enterprise Company at provideraccess@careersandenterprise.co.uk.

11. Monitoring and review

This policy statement will be reviewed annually by the Careers Leader and the Senior Leadership Team, and agreed by the Local Governing Body. The link governor for Personal Development, including careers, is **Fr Toby Duckworth**. The statement is published on the school website.

Mr J. Meredith – Head of Careers