



West Hill School

Aiming High Since 1927

Provider Access Policy Statement

Item	Author/Owner	Date Written	Approved by	Date Approved
	A. Barton	December 23	Trustees	Jan 2024
	A. Barton	January 2025		



Key Changes

Updates to list of previous providers (section 5)

Updates to destinations information (section 6)



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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.

11-16 schools must provide a minimum of 4 encounters with technical education or training providers to all students 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](#).

2.1 The 4 encounters schools must offer to all students in years 8 to 11

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



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.

Schools 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 students

2.2 Meaningful provider encounters

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

1 encounter is defined as 1 meeting/session between students and 1 provider.

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 11 at West Hill 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.
- 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 Mrs Appleby, Careers Lead

Telephone: 0161 338 2193

Email: careers@westhillschool.co.uk

4.2 Granting and refusing access

Access will be given for providers to attend during school assemblies, timetables lessons, and in collaboration with planned school events. Trips may also be granted to allow students to visit providers.

4.4 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.



4.5 Premises and facilities

West Hill School will provide appropriate spaces (assembly hall/classrooms etc) alongside IT equipment. The Careers Lead will organise this in conjunction with the provider to ensure the facilities are appropriate to the event and the audience.

5. Previous providers

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

- Ashton Sixth Form College
- Tameside College
- Clarendon Sixth Form College
- Oldham College
- JD Foundation
- Armed Forces
- Oldham Sixth Form
- The Manchester College
- The ASK Programme
- Access Creative College

6. Student destinations

Last year, our year 11 students moved to a range of providers in the local area after school:

- Ashton Sixth Form College
- Tameside College
- Clarendon Sixth Form College
- Oldham College
- Oldham Sixth Form
- Loreto Sixth form College
- Laurus Ryecroft Sixth Form
- Xaverian College

7. Complaints

Any complaints about this policy should be raised in the first instance to the school office manager, email: admin@westhillschool.co.uk

The Office Manager will raise the complaint in line with the school complaints procedure which is published on the school website

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs. Appleby, Careers Lead.

This policy will be reviewed by Mrs. Barton, Assistant Headteacher annually. At every review, the policy will be approved by the Board of Trustees.