



**Hanley Castle**

**High School**

**CAREERS PROGRAMME  
&  
PROVIDER ACCESS POLICY**



### Introduction

This policy statement sets out Hanley Castle High School's arrangements for managing the access of education and training providers to students, for the purpose of giving them information about approved technical education qualifications, apprenticeships and other education or training options, in line with Section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022.

Hanley Castle High School is committed to providing a high-quality, impartial and inclusive careers programme for all students. Our careers provision supports students to make informed decisions about their future pathways by ensuring they have access to a full range of academic and technical education and training opportunities.

Our Careers Strategy (available on the school website) outlines our planned careers programme from Year 7 to Year 13, aligned to the Gatsby Benchmarks for Good Career Guidance and the DfE statutory guidance: *Careers guidance and access for education and training providers* (updated May 2025).

### Student Entitlement

All students in **Years 7–13** are entitled to:

- Impartial careers guidance that enables them to understand the full range of education and training options available at each transition point
- Information about academic pathways (including A levels and higher education) and technical pathways (including apprenticeships, T Levels and Higher Technical Qualifications)
- Opportunities to meet a wide range of education and training providers
- Support to understand application processes for different post-16 and post-18 routes

The school recognises that students develop at different rates and will tailor careers activities accordingly, ensuring that all students, including those with SEND or additional needs, can access meaningful careers information and encounters.

### Provider Access Entitlement (Baker Clause)

In line with statutory requirements, the school ensures that students have at least six meaningful encounters with approved education and training providers during their time in Years 8–13:

- Two encounters in the first key phase (Years 8 or 9) – mandatory for all students
- Two encounters in the second key phase (Years 10 or 11) – mandatory for all students
- Two encounters in the third key phase (Years 12 or 13) – provided by the school and available to all students

These encounters will take place during the school day and will include different providers offering a range of technical education and apprenticeship options.



### Definition of an Education and Training Provider

For the purposes of this policy, an education and training provider is:

- A provider of approved technical education qualifications or apprenticeships
- An FE college, sixth form college, university technical college or independent training provider
- A representative of such an organisation

### What a Provider Encounter Will Include

Any provider encounter arranged through this policy will include:

- Information about the provider and the education or training opportunities they offer
- Information about the career pathways and destinations linked to those opportunities
- A description of what learning or training with the provider is like
- Opportunities for students to ask questions

### Management of Provider Access Requests

Requests for access should be made to the Careers Leader:

**Paul Holmes**

Careers Leader

Email: [holmesp@hanleycastlehs.org.uk](mailto:holmesp@hanleycastlehs.org.uk)

Telephone: 01684 593241 (ext. 2222)

Requests should ideally be made with **at least six school weeks' notice** and should include:

- The proposed date(s) and time(s)
- The target year group(s)
- The nature of the activity (assembly, workshop, careers fair, small group session, etc.)
- Details of the qualifications or training routes to be promoted

All requests will be considered fairly and transparently. The school will not place unreasonable barriers in the way of provider access and will not favour one provider over another.

### Grounds for Refusal

A request may be refused only where:

- It would clash with public examinations or essential school activities
- Suitable facilities or supervision cannot reasonably be provided
- The provider has not complied with safeguarding or health and safety requirements

Any refusal will be communicated clearly, with reasons provided.



## Opportunities for Access

Providers may be invited to take part in a range of activities, including:

- Assemblies and year-group talks
- Careers fairs and employer events
- Options evenings and post-16/post-18 information events
- Workshops, small-group sessions or taster activities

Details of planned opportunities are available through the school's Careers Programme on the website.

## Premises and Facilities

The school may make available:

- The main hall
- Classrooms or meeting rooms
- IT and presentation facilities

All arrangements will be agreed in advance with the Careers Leader. Providers may be asked to meet reasonable costs associated with their visit.

## Safeguarding

All provider visits are subject to the school's safeguarding procedures. Visitors will be supervised as appropriate, and identity checks will be carried out in line with school policy. Where supervision is required, reasonable costs may be charged to the provider.

## Monitoring, Evaluation and Complaints

The effectiveness of the careers programme and provider access is monitored through:

- Student and stakeholder feedback
- Internal review and evaluation
- Use of the **Careers & Enterprise Company Compass Tool** against the Gatsby Benchmarks

Any concerns or complaints about provider access should be directed in the first instance to the Careers Leader. If unresolved, they may be escalated through the school's complaints procedure.