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| Local Procedure Title | Provider Access Policy Statement |
| Service | Aspris Queenswood School |
| ACS Policy number and title | ACS 57 Careers Guidance |
| Local Procedure template reference | ACS LP 57QWS |
| Local Procedure date | 1/05/2026 |
| Local Procedure review date | 1/05/2027 |
| Local Procedure Author(s) | Barbara Corrick |
| Local Procedure Ratification | Checked and Approved by: Robert Coles |

1. Provider Access Policy Intent

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.

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](#).

This policy shows how our school complies with these requirements.

3. Implementation of PAP – Provider Requests

A provider wishing to request access should contact Bee Corrick, Careers Lead.

Contact Details:

Telephone: 07394 873170

Email: barbaracorrick@aspriscs.co.uk

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| 4. Implementation of PAP - Opportunities for Access | | | | |
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| Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |
| Careers education delivered in integrated PSHE programme (KS3:Jigsaw. KS4:Sweet) | | | | BM1,4 |
| Dreams and Goals | Managing Money | Planning for My Strengths | Me, My Goals, My Health | Money, Debt & My Skills |
| Xello Careers Education Platform drop down workshops – personalised Careers Education exploring skills, interests, goals and LMI. BM1,2,3,4,8 | | | | |
| Linking Curriculum to Careers, My Interests, Time Management. | My Learning Style, Pathways, Biases and Careers choices. | My Skills, Exploring My Careers Matches, Self Advocacy. | Workplace Experience, My Personality Style, Study Skills/ Habits | Work Values, Skills and attitudes for work, Transition to Further Education. |
| Independent Life Skills (money, self-care, time management, housekeeping, meal prep, shopping, laundry, leisure). | | | | BM1,3,4,5, |
| Careers & Enterprise Days offering access to employers, employees, Further and Higher education providers | | | | BM1,2,3,4,5,7 |
| Workplace visits offering access to employers, employees and LMI. | | | | BM1,2,3,4,5,6 |
| Recognition of careers links to the school curriculum | | | | BM1,4 |
| Regular access to a dedicated Careers Coordinator – drop in and appointments. | | | | BM1,2,3,4,8 |
| | Careers Fayres | | | BM1,2,3,4,5,7,8 |
| | Vocational Profile Building | | | BM1,3,8 |
| | | Independent Careers Advic 1:1 | | BM1,3,8 |
| | | Transitional EHCP Reviews | | BM1,3 |
| | | | College Visits | BM1,3,4,7 |
| | | | Transition Out programme | BM1,3,8 |
| | | | Access to work experience opportunities. | BM1,2,3,5,6 |
| | | | College applications, interviews, and Transitional visits. | BM1,3,7,8 |
| 5. Implementation of PAP – Granting and Refusing Access | | | | |
| <p>With each of our learners requiring individual support, the granting and refusing of access is considered on an individual basis according to the individuals' specific needs. This will be completed in conjunction with parents, social workers, Local Authorities and tutors.</p> | | | | |
| 6. Implementation of PAP - Safeguarding | | | | |
| <p>Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.</p> | | | | |

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| Education and training providers will be expected to adhere to this policy. |
| 7. Implementation of PAP – Premises and Facilities |
| <ul style="list-style-type: none"> ➤ Appropriate rooms and equipment will be provided to enable providers to access students on an individual basis. This would include a member of the school staff to support if and when required. ➤ Providers will need to attend site prior to their scheduled visit to agree on suitable facilities. ➤ Providers are able to leave prospectuses and other suitable material for use in tutor rooms and the school library. |
| 7a Implementation of PAP – Premises and Facilities – offsite visits |
| <ul style="list-style-type: none"> ➤ When learners go to other venues, staff must follow local procedures for trips and visits |
| 8. Impact of Provider Access Policy |
| <p>All students in years 8 to 13 at Queenswood School will:</p> <ul style="list-style-type: none"> ➤ 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 |
| 9. Monitoring Arrangements |
| <p>The school's arrangements for managing the access of education and training providers to students are monitored by Bee Corrick, Careers Lead.</p> <p>This policy will be reviewed by Bee Corrick, Careers Lead, Bi-annually.</p> |

| Contents Checklist (Local Services may add additional items – this is a core list) | | | |
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| Intent | | | |
| Implementation | | | |
| Impact | | | |
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Local Procedure Review History:

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| Date Reviewed | Reviewer | Summary of revisions |
|----------------------|-----------------|-----------------------------|
| 1/5/26 | Bee Corrick | Updated Careers Overview |
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