



TDMS

PROVIDER ACCESS POLICY

DATE POLICY WAS APPROVED	21/07/2026
DATE POLICY WILL BE REVIEWED	Summer 2027
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Assistant Headteacher



Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

“CEO” includes the Chief Executive Officer

“CFOO” includes the Chief Financial Officer

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the board and ensuring its effectiveness

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Introduction

This Policy Statement sets out the school's arrangement for managing the access of providers to students at the school for the purposes of giving them information about provider's education or training offer. This complies with the school's legal obligation under Section 42B of the Education Act 1997.

Student Entitlement

Students in Year 6 will have an introduction to careers and some may have the chance to visit a university they will all hear career talks from external speakers.

Students in Years 7 – 13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of options available at each key stage.
- To hear from a range of local providers about all the opportunities they offer, through options evenings, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

The school fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training, and apprenticeships. The school will comply with the legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships.

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The school is committed to encouraging all students to make decisions about their future based on impartial information, available from us in school, impartial careers provider and a variety of opportunities detailed below.

The [updated Provider Access Legislation \(PAL\)](#) specifies schools must provide at least six encounters with approved providers of apprenticeships and technical education for all their students:

- Two encounters for students during the 'first key phase' (Year 8 or 9) that are mandatory for all students to attend.
- Two encounters for student during the 'second key phase' (Year 10 or 11) that are mandatory for all students to attend
- Two encounters for students during the 'third key phase' (Year 12 or 13) that are mandatory for the school to put on but optional for students to attend

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
- We ensure that each registered student meets with a representative range of education and training providers to whom access is given and that the providers will provide the following set of prescribed information, as a minimum:
 - Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
 - Information about the careers to which those technical education qualifications or apprenticeships might lead.

- A description of what the learning or training with the provider is like; (including the opportunity to meet staff and students from the provider) and responses to questions from the students (including our most vulnerable and those with additional learning needs) about the provider or technical education qualifications and apprenticeships.
- Where practical, our registered students will have access to specialist colleges.

Meaningful Provider Encounters

Our school is committed to providing meaningful encounters to all students. One encounter is defined as one meeting/sessions between students and one provider. As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational educational providers, including University Technical Colleges where appropriate, to speak to our students. TDMS 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 and careers management events.

Management of Provider Access Requests

Procedure

The school provides an extensive range of activities to ensure that all students have the information needed to make an informed decision about their future.

Providers wishing to request access should contact:

John Hooley (Careers Lead) 01386 442060 or email: jhooley@tdms.worcs.sch.uk

The school provides an extensive range of activities to ensure that all students have the information needed to make an educated decision about their future, any additional requests will be considered.

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:

In addition to the above there are a range of assemblies delivered to all year groups across the academic year related to careers/jobs including those that are STEM related and apprenticeship opportunities. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Granting and Refusing Access

A provider wishing to request access should contact John Hooley, Careers Lead. All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

Telephone: 01386 442060

Email: jhooley@tdms.worcs.sch.uk

The school will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities. The Careers Leader will prepare for each provider visit by notifying students and their parents to consult the provider website for background information, including details of the courses and qualifications that the provider offers.

Please complete this table and copy into an email to the Careers Leader:

Name of the provider requesting access & details of provision	e.g. ,Lakeside College, Further Education College, and Apprenticeship provider for 16– 18-year-old students
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Contact name at Provider and contact details	Name and Job title: Email address: Telephone number
Proposed date, time, and length of session	
Number of staff who propose to visit	All visitors will be subject to our safeguarding policy. A DBS check will not be required.
Aims and objectives of session including year group	e.g., Year 10 assembly Post 16 Options including entry requirements, courses available, labour market information & sectors relating to courses, positive destinations on completion of courses.
Please demonstrate which Gatsby Benchmarks relate to the session and how. (link to information re Gatsby Benchmarks) https://www.gatsby.org.uk/education/focus-areas/good-career-guidance	e.g., BM1 After reading Careers Programme support to further enhance this. BM4 linking GCSE subjects to career related learning and future progression routes. BM7 Provide a meaningful encounter of further education
Proposed format, timings and duration of the session including facilities and equipment required	e.g., One hour assembly, theatre, or main hall to accommodate year group. PowerPoint presentation including videos. Questions and answers session for students. Literature to be taken away following assembly.
Support required from TDMS, including staffing	To enable the school to provide appropriate supervision.

In addition to the above there are a range of assemblies delivered to all year groups across the academic year related to careers/jobs including those that are STEM related and apprenticeship opportunities. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Several events, integrated into the school careers/tutor programme, will offer providers an opportunity to come into school to speak to students and/or their parents. The school will make provider visits available to all students in the relevant year group. The Careers Leader will ensure that the level of access will be for a 'reasonable period of time during the standard school day.'

The school day runs from 9.00am until 3.30pm. The school offers a comprehensive careers education programme and is committed to working with other providers to ensure our students can make informed decisions about future choices.

Please speak to our named Careers Leader to identify the most suitable opportunity for you. Once your request has been submitted, the School Careers Leader will respond to you within 10 working days. All requests will be given consideration by the designated Careers Leader and Senior Leadership Team.

Requests will be considered against:

- Clashes with other planned activities or visits
- Interruption to preparation for public or internal examinations
- Availability of school staff, space, and resources to host the session
- All requests will also be considered in line with the Schools' Safeguarding policy.
- TDMS will keep a log of all provider requests for access and the outcomes and record on Compass+ to support delivery and evaluation of the careers programme.

Safeguarding

Our safeguarding/child protection policy (on the school website) 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.

Facilities

The school has a Sixth Form area, classrooms, library, and hall available for discussions with providers, depending on the activity. The school will also have available any specialist equipment needed to support providers presentations. This will be discussed and agreed in advance of the visit with the Careers Leader. Providers are welcome to leave any relevant course material in our library and Sixth Form area. Both are available to students at break, lunch and after school.

Overview of each year

	Year 7 – Exploring the World of Work	Year 8 – Exploring skills and Options	Year 9 – Exploring Careers	Year 10 – Understanding progression choices (pathways)	Year 11 – Making progression choices
Learning from career and labour market information (G.B 2)	'The World of Work' assembly AND tutorials Career of the month Subject career of the month Introduction to Unifrog Email information to students	'Exploring skills and options' assembly AND tutorials Career of the month. Subject career of the month Introduction to Unifrog Email information to students	'Exploring careers' assembly AND tutorials. Career of the month Subject career of the month Introduction to Unifrog Email information to students	'Understanding progression choices' assembly AND tutorials. Career of the month Subject career of the month Introduction to Unifrog Email information to students	'Making progression choices' assembly AND tutorial Introduction to Unifrog assembly Subject career of the month Regular emails to students highlighting careers and local LMI information
Linking Curriculum to careers (G.B 4)	Every subject to display 'Where could this subject take you' posters in every classroom Every subject to deliver 15-minute tutorial on the world of work (specific careers options)	Every subject to display 'Where could this subject take you' posters in every classroom Every subject to deliver 15-minute tutorial on skills in their subject area (careers options based on skills)	Every subject to display 'Where could this subject take you' posters in every classroom	Every subject to display 'Where could this subject take you?' posters in every classroom Every subject to deliver 15-minute tutorial on pathways in their subject (vocational / academic / apprenticeships)	Every subject to display 'Where could this subject take you?' posters in every classroom Every subject to deliver 15-minute tutorial on A-Level options in their area (vocational/academic/ apprenticeships)
Encounters with employers and employees (G.B 5)	Employer Encounter assembly AND tutorials Career of the month	Career of the month Email information to students Skill Expo trip in March	Careers Fair – Autumn term	Careers Fair – Autumn term Preparation for work experience. Interviews and visits to placements. Practise interviews on request with employer	
Experiences of workplaces (G.B 6)				Work Experience Mock interviews	Virtual Work Experience (via VWEX)

Encounters with further and higher education (G.B 7)	Apprenticeship Assembly – Employers in to talk about Apprenticeships.	Apprenticeship Assembly – Employers in to talk about Apprenticeships.	Apprenticeship Assembly – Employers in to talk about Apprenticeships	Apprenticeship Assembly – Employers in to talk about Apprenticeships.	Careers Fair- Autumn term Attendance at Open Days for sixth form and other colleges following Careers interview. Apprenticeship Assembly – Employers in to talk about Apprenticeships.
Personal Guidance (G.B 8)			Interviews with SLT members to discuss options and careers paths	Initial student interviews with a trained careers advisor Requested work experience interviews to offer advice and guidance.	Follow up student interviews with a trained careers advisor

Careers Education, Information, Advice and Guidance (CEIAG) Sixth Form

The Sixth Form provides a comprehensive careers and progression programme designed to support students in making informed decisions about their future education, training and employment pathways. Students are given extensive opportunities to engage with a wide range of higher education providers, apprenticeship organisations, local employers and national employers, including representatives from the Armed Forces. All students have access to impartial careers guidance through one-to-one interviews with a qualified careers adviser. In addition, students participate in mock interview activities with local employers to develop their interview skills, confidence and employability.

Students considering higher education receive comprehensive support throughout the university application process, including guidance on UCAS applications and attendance at a UCAS Higher Education Fair. This ensures that students are well informed about the full range of post-18 opportunities available to them.

To further develop their employability skills and career awareness, all students are expected to complete a minimum of one week of work experience. Where specific career aspirations require specialist industry experience that may not be readily accessible locally, students are supported in accessing high-quality virtual work experience opportunities. Through this programme, the Sixth Form aims to ensure that all students are equipped with the knowledge, skills and experiences necessary to make successful transitions into higher education, apprenticeships, training or employment.

Complaints

Any complaints related to provider access can be raised by emailing the school at office@tdms.worcs.sch.uk

- All emails will be responded to during working hours and within two working days, dependent upon the level of concern/nature of the concern.
- If an issue cannot be resolved satisfactorily within a two-email exchange (four in total), then a face-to-face meeting in school will be convened.

If you have not had a reply to a letter, telephone call or email within two working days or you feel the matter had not been dealt with appropriately, please contact the Headteacher by writing to her at school, phoning her PA (Laura Thomas) or emailing her at parents@tdms.worcs.sch.uk