



PROVIDER ACCESS POLICY STATEMENT FOR CAREERS EDUCATION, INFORMATION,
ADVICE AND GUIDANCE

This Policy was approved by Governors at the Curriculum Committee meeting on 12th March, to be reviewed in 2027.

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1. Aims

At Queen Elizabeth's Grammar School we aim to provide all pupils from Years 8 to 13 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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 provider who is given access

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

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 provide a minimum of six encounters with technical education or training providers to all pupils in **Years 8 to 13** (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 pupils.

This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- The [Skills and Post-16 Education Act 2022](#)
- Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

This policy shows how our school complies with these requirements.

3. Pupil entitlement

All pupils in **Years 8 to 13** at Queen Elizabeth's Grammar School are entitled to:

- Find out about further education training, 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, e.g. through activities and events such as options events, assemblies and taster events.
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of six encounters with providers.

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

Explain how your school complies with this requirement, e.g. 'we offer our pupils the encounters set out above, in line with the requirements. Please refer to the Careers Programme on our website for further details, which can also be found [HERE](#)

Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Pupils in Years 8

All pupils in these year groups are offered:

- Two encounters with education and training providers:
 - All pupils must attend
 - Encounters can take place any time during Year 8, and between 1 September and 28 February during Year 9 - *under the new updated DfE statutory careers guidance in England, effective from September 2025, ordinarily no encounters must have taken place after 28th February of Year 9. This timing has been determined by the government, and is linked to key transition points in education, ensuring students receive information early enough to make informed decisions about their next steps. However, due to Queen Elizabeth's having a condensed KS3, this will not apply to our Year 9 transition point.*

Pupils in Years 9, 10 and 11

All pupils in these year groups are offered, as a minimum:

- Two encounters with education and training providers:
 - All pupils must attend
 - Encounters can take place any time during Year 10, and between 1 September and 28 February during Year 11

Pupils in Years 12 and 13

All pupils in these year groups are offered, as a minimum:

- Two encounters with education and training providers:
 - Pupils can choose to attend
 - Encounters can take place any time during Year 12, and between 1 September and 28 February during Year 13

3.1 Meaningful encounters with providers

Our school is committed to providing meaningful encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Mr P Larter - Assistant Headteacher and Senior Careers Lead

Telephone: 01795 533132

Email: phl@queenelizabeths.kent.sch.uk

4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our Senior Careers Leader, Mr P Larter, to identify the most suitable opportunity for you.

Below are some examples of the opportunities provided from training and education providers to speak to pupils and/or their parents/carers

	AUTUMN TERM	SPRING TERM	SUMMER TERM
<p>YEAR 7 The legislation currently states that The Provider Access Policy only applies to students in years 8 to 13. However, year 7 students do receive some provider experiences</p>	<p>Kent Fire and Rescue Smashed Theatre Company</p>	<p>Careers talks from external speakers (i.e. STEM)</p>	<p>-</p>
<p>YEAR 8</p>	<p>Former students coming in to give careers talk during lunchtime sessions - e.g. software engineering</p>	<p>Careers Carousel annual event with a variety of employers to give an overview of local, regional and national opportunities and skills requirements</p> <p>Choosing Key Stage 4 GCSEs options event for Parents, Carers and Students</p> <p>Year 8 careers talks with healthcare employers such as Kesson Physiotherapy and a local GP</p> <p>1:1 appointments for SEND students from external provider</p>	<p>Kent Fire and Rescue to give careers talks</p> <p>Maths careers workshops with external providers coming into school</p>
<p>YEAR 9</p>	<p>Engineering Careers Talks - Driven by Curiosity: McLaren and Aerospace Engineering</p> <p>STEM talks from external providers</p> <p>The Navy teambuilding sessions</p> <p>Interactive safety roadshow - Swale BC</p> <p>Model United Nations Conference - external schools coming in</p>	<p>National Careers Week - external providers giving assemblies</p> <p>National Apprenticeships Week</p> <p>Careers in Sport - external organisation</p> <p>Canterbury College - assembly</p>	<p><i>Under the new updated DfE statutory careers guidance in England, effective from September 2025, ordinarily no encounters should take place after 28th February in Year 9. This timing has been determined by the government and is linked to key transition points in education, ensuring students receive information early enough to make informed decisions about their next steps. However, due to Queen Elizabeth's having a condensed KS3, this will not apply to our Year 9 transition point.</i></p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Post-16 technical education options assembly with a general further education college</p> <p>Life skills – work experience preparation sessions</p> <p>Lancaster Model Questionnaire - PSHE lessons</p> <p>Assembly and tutor group opportunities - external speakers coming in to give careers talks</p> <p>Students with an EHCP - 1:1 careers guidance meetings with external provider and Open Days information</p> <p>Model United Nations Conference - external schools coming in</p>	<p>Assemblies on various careers from employers and other external providers i.e. charities</p> <p>Careers in Sport - external organisation</p> <p>Canterbury College - assembly</p>	<p>Work experience preparation sessions</p> <p>Work experience placements</p> <p>Maths careers workshops with external providers coming into school</p> <p>Students attending technical/vocational tasters at local college/s, training providers</p> <p>Canterbury College and The Education People for CV and Interview Workshops</p> <p>Army Careers Workshop</p>
YEAR 11	<p>Signposting students to post-16 provider Open Evenings</p> <p>Post-16 apprenticeships assembly</p> <p>CV Writing and Interview Techniques Workshop with external recruitment company</p> <p>Group careers guidance meetings for all students with external provider</p> <p>Post-16 applications</p> <p>Model United Nations Conference - external schools coming in</p>	<p>Post-16 interviews both in school for Sixth Form applications and interviews with external providers</p> <p>Apprenticeships – support with applications</p> <p>STEM careers events</p> <p>CV Writing and Interview Techniques Workshop with external recruitment company</p>	<p><i>No encounters - legislation requires encounters to have taken place by 28th February. This timing has been determined by the government and is linked to key transition points in education, ensuring students receive information early enough to make informed decisions about their next steps.</i></p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	<p>Meetings with careers adviser - Looking Ahead / Careers</p> <p>Assemblies and lunchtime on various careers from employers and other external providers i.e. charities</p> <p>Various talks from outside speakers, e.g. Medicins Sans Frontier, STEM talks,</p> <p>Model United Nations Conference - external schools coming in</p>	<p>Talk from former student regarding options post-18 options and own career pathway</p> <p>Work Experience</p> <p>Post 18 Decisions Evening with university speaker and alumni sharing their apprenticeship career journey</p> <p>Anthony Nolan - The Hero Project - Stem cell research talks and recruitment stands</p> <p>Enrichment - voluntary work experience out of school i.e. local care home, primary school, technical lighting company</p>	<p>Higher education (HE) fair at the University of Kent, Canterbury</p> <p>STEM trips e.g. Pfizer and Maths and Engineering Conference</p>
YEAR 13	<p>Careers talks i.e. engineering / aerospace</p> <p>Workshops - Oxbridge and Early Entry interviews from Escalate Education</p> <p>Doctors Without Borders/Médecins Sans Frontières (MSF UK)</p> <p>1:1 careers guidance meetings for SEND students with external provider</p>	<p>Introduction to Digital Humanities Taster Day at Canterbury Christ Church University</p> <p>CV Writing and Interview Techniques Workshop with external recruitment company</p> <p>Primary school and local business enrichment opportunities</p>	<p><i>No encounters - legislation requires encounters to have taken place by 28th February. This timing has been determined by the government and is linked to key transition points in education, ensuring students receive information early enough to make informed decisions about their next steps.</i></p> <p>Confirmation of post-18 education and training destinations for all pupils</p>

4.4 Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis. We will grant access requests where there is opportunity for a positive contribution to our careers programme.

4.6 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. You can find the policy [HERE](#)

Education and training providers will be expected to adhere to this policy.

4.7 Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Coordinator.

Providers will be met and supervised by a member of staff who will facilitate their visit.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. We inform parents regularly of careers and work-related learning experiences that our students experience in school such as National Apprenticeships Week, relevant careers-related assemblies and Team-Building Days, as examples.

Parents/carers are also emailed information regarding relevant careers events and opportunities for their child - these can include virtual work experience opportunities, taster days, subject and careers tasters, as examples. Google Classroom is an excellent tool for parents for posting relevant and up-to-date opportunities as

If you would like to speak to the school about encounters with providers, please contact our Careers Leader, Mr P Larter via phl@queenelizabeths.kent.sch.uk

Parents and carers are also encouraged to view the parents/carers section of the website as we have provided an extensive library of resources regarding pathways, options, university, gap years, advice for parents/carers with students with SEND and more.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

6. Previous providers

In previous years we have invited the following providers, as some examples, from the local area to speak to our pupils:

Ideaworks

The Army

Kessons Physiotherapy

Local GP

Kent Fire and Rescue Service

University of Sheffield

Escalate Education

Canterbury College

McLaren

Sports Connect

Former students regarding their apprenticeships

University of East Anglia

WJ Sunstone

The Sportsman

The Royal Shakespeare Company

Imago Support Services

YouTube chemistry professor

Dedicate Recruitment

Sateda

East Kent Rape Crisis Centre

Gamcare

Amy Winehouse Foundation

Anthony Nolan organisation

Doctors Without Borders/Médecins Sans Frontières (MSF UK)

7. Pupil destinations

In 2025, our Year 11 pupils moved to a range of providers after school:

- Year 11: 100% of students went into further education

In 2025, our Year 13 pupils moved to a range of providers after school:

- Year 13: 74% went into higher education
- 17% took a gap year
- 3.2% gained employment
- 6% of students commenced apprenticeships.

8. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [HERE](#)

9. Link to other policies

Please use the following [link](#) to view all relevant school policies:

10. Monitoring arrangements

Our school's arrangements for managing the access of education and training providers to pupils are monitored by Mr P Larter - Assistant Headteacher and Careers Lead.

This policy will be reviewed and approved by the Full Governing Body annually.

Careers opportunity is promoted and relies on the teaching staff to be implemented successfully.

Signed _____ (Chair of Governors)

Date _____