



Hurworth
School

Careers Provider Access Policy

Approved by: Hurworth School LGB

Review frequency: 1 year

Date of last review: September 2026

Date of next review: September 2027

1. Purpose

Hurworth School is committed to ensuring that pupils receive impartial information about the full range of education and training routes available to them. This statement sets out how providers of technical education and apprenticeships may access pupils and how the school meets its provider access duties.

2. Statutory requirements

This policy has been reviewed against the Department for Education statutory guidance, Careers guidance and access for education and training providers, updated 23 June 2026. It reflects the requirements of sections 42A, 42B, 45 and 45A of the Education Act 1997, section 72 of the Education and Skills Act 2008 and Schedule 4(15) of the School Information (England) Regulations 2008, together with the provider access requirements introduced through the Skills and Post-16 Education Act 2022.

Schools must provide pupils with at least six encounters with providers of technical education or apprenticeships across Years 8 to 13. As Hurworth School educates pupils to Year 11, the school is responsible for the encounters that fall within the first two key phases:

- two encounters during Year 8 or between 1 September and 28 February in Year 9;
- two encounters during Year 10 or between 1 September and 28 February in Year 11.

These encounters are mandatory for all pupils, must take place for a reasonable period during the standard school day and, within each key phase, must involve two different providers.

3. Pupil entitlement

All pupils have access to impartial careers information, advice and guidance. Through provider encounters, pupils will have opportunities to:

- learn about technical education, apprenticeships and other education and training routes;
- understand the qualifications and apprenticeships offered by providers and the careers to which they may lead;
- understand what learning or training with a provider is like;
- ask questions and consider the full range of options available at key transition points.

4. Meaningful provider encounters

Provider encounters will have a clear purpose, be appropriate to pupils' age and needs, allow two-way interaction and enable pupils to understand the provider, its relevant technical education qualifications or apprenticeships, possible career routes and the experience of learning or training with that provider. Appropriate preparation and reflection will be built into the wider careers programme.

5. Management of provider access requests

5.1 Requests for access

Providers wishing to request access to pupils should contact:

Natalie Douglass, Director of Personal Development

Telephone: 01325 720424

Email: ndouglass@hurworth.nalp.org.uk

Requests should outline the provider, proposed activity, intended year group(s), preferred dates/times and any premises, equipment or other requirements.

5.2 Access arrangements

Access is planned within the school's annual careers programme. Exact activities and dates may change from year to year. The school will ensure that the statutory encounters for Years 8 to 11 are scheduled within the permitted timescales. Additional provider encounters may also be arranged where appropriate.

5.3 Granting or refusing access

Requests are considered on a case-by-case basis. Access will normally be granted where the proposed activity is relevant, age-appropriate, impartial, compatible with safeguarding requirements and can be accommodated within the school calendar and available staffing/facilities. A request may be refused where these conditions cannot be met, where suitable provision has already been arranged, or where the request would significantly disrupt pupils' education. Where possible, an alternative date or arrangement will be considered.

5.4 Live online encounters

Live online encounters may be used where appropriate. Technology and safeguarding arrangements will be agreed in advance. Online activity may complement in-person provision.

6. Safeguarding

All visitors must comply with the school's safeguarding and child protection procedures. The school will make appropriate checks and arrangements for visitors in line with its published safeguarding policy.

7. Premises and facilities

Where access is agreed, the school will provide a suitable space and reasonable access to available presentation or IT facilities, as agreed in advance. Providers may supply appropriate prospectuses or course information for pupils. Visitors will be managed in accordance with school procedures.

8. Parents and carers

The school will make relevant careers and provider information available to parents and carers through its usual communication channels. Parents and carers may contact Natalie Douglass using the details above regarding provider access arrangements.

9. Complaints

Concerns or complaints about provider access should be raised through the school's published complaints procedure. The policy is available on the school website.

10. Related policies

- Careers Guidance Policy
- Safeguarding/Child Protection Policy
- Curriculum Policy
- Complaints Policy
- Equality and Diversity Policy
- SEND Policy

11. Monitoring and review

Natalie Douglass, Director of Personal Development, is responsible for monitoring provider access arrangements and reviewing this policy annually. The policy will be agreed by the governing body as part of the annual review.