



Founded 1125 **Policy Number: C9b**

Reading School

Education and Training Provider Access Policy

Responsibilities

Policy Owner: Dr Chris Evans, Headteacher

Governors Committee EXPC Committee

Audit Control

Policy created: 17/05/2021

Date of next review 01/03/2027

Version: 1.1

Statutory policy Yes

Document Control and Approval

Version Control

Version	Author	Summary of Changes	Reviewed By	Date
1.0	LAY	Policy developed with new requirements		March 2022
1.1	LAY	Format amended		March 2025
2.0	LAY	Amended to clearly demonstrate the 6 statutory encounters, alignment with CEIAG strategy, DFE statutory wording, format		March 2026

Responsibilities

Job title	Responsible for;
Headteacher	Policy Owner
Careers Lead	Policy Overview
EXPC	Committee Responsible

Policies Linked

Policy name	File location
Child protection and Safeguarding policy	
CEIAG policy	

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Introduction

This policy statement sets out the arrangements for managing the access of education and training providers to students at Reading School for the purpose of giving them information about their education or training offer.

This policy complies with the school's legal obligations under Section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022.

Reading School is committed to ensuring that students are aware of the full range of academic and technical pathways available to them, including apprenticeships, technical qualifications and further education opportunities.

Provider encounters form an integral part of the school's Careers Education, Information, Advice and Guidance (CEIAG) programme and are embedded within the school's wider careers curriculum.

Student Entitlement

All students in Years 8 to 13 are entitled to:

- learn about the full range of education and training pathways, including technical qualifications, apprenticeships and further education opportunities
- hear from a range of education and training providers
- understand how to apply for the full range of academic and technical courses
- access impartial information to support informed decision-making about their future pathways

These opportunities are delivered through a structured programme of careers education, employer engagement and provider encounters.

Definition of Education and Training Providers

Education and training providers may include:

- Further Education Colleges
- Sixth Form Colleges

- Apprenticeship providers
- Independent training providers
- University Technical Colleges (UTCs)
- Specialist technical education providers

Reading School ensures that students receive impartial information about both academic and technical pathways.

Minimum Provider Encounters

Under the Provider Access Legislation, schools must provide a minimum of six encounters with providers of approved technical education qualifications or apprenticeships.

Reading School guarantees that all students will receive:

Phase	Year Groups	Minimum Encounters
First phase	Years 8–9	Two encounters
Second phase	Years 10–11	Two encounters
Third phase	Years 12–13	Two encounters

These encounters are integrated within the school's careers programme and take place during the normal school day.

Each encounter provides providers with the opportunity to:

- share information about their organisation and training opportunities
- explain career routes linked to their provision
- describe what it is like to study or train with their organisation
- answer questions from students

Encounters may take place in a variety of formats including assemblies, workshops, careers fairs and small group sessions.

Online encounters may also be arranged where appropriate.

Provider Encounters within the Reading School Careers Programme

Provider encounters are embedded across the careers curriculum and include the following opportunities.

Key Stage 3

Year 8 – Exploration and Encounters

Students encounter providers through:

- Options Assembly
- Technical education and apprenticeship provider access sessions
- Careers Convention (biennial event)
- Belonging Week careers event

These activities support students as they explore career interests and GCSE option choices.

Year 9 – Employability and Pathways

Students encounter providers through:

- Inspire Lectures featuring industry professionals and alumni

- Careers Convention (biennial event)
- Technical education and apprenticeship provider sessions
- Careers curriculum projects exploring labour market opportunities

All provider encounters for this year group take place before the end of February.

Key Stage 4

Year 10 – Experience and Development

Students encounter providers through:

- Inspire Lectures and employer talks
- Careers Convention (biennial event)
- Workplace skills and apprenticeship opportunities assemblies
- Belonging Week careers events
- Technical education provider encounters

These opportunities help students explore post-16 pathways including apprenticeships and technical education.

Year 11 – Transitions and Applications

Students receive provider encounters through:

- Inspire Lectures
- Post-16 options information sessions
- Careers Convention (biennial event)
- Technical education and apprenticeship provider sessions

Students also receive independent careers guidance interviews to support post-16 decision making.

Key Stage 5

Year 12 – Planning for Progression

Students encounter providers through:

- Technical education and apprenticeship provider presentations
- Careers Convention (biennial event)
- Employer-led employability workshops
- Group training sessions on career pathways
- Work experience opportunities

These encounters support students exploring apprenticeships and employment alongside university routes.

Year 13 – Transition to Adulthood

Students encounter providers through:

- Technical education provider sessions
- Careers Convention (biennial event)
- Group employability workshops
- Alumni and employer engagement activities

These encounters support students preparing for post-18 destinations.

Whole-School Provider Engagement Opportunities

Providers may also engage with students through wider careers events including:

- National Careers Week
- National Apprenticeship Week
- British Science Week
- Careers drop-down days
- Biennial Careers Convention
- Inspire Lecture programme
- Opportunities posted on Teams

These events provide additional opportunities for providers to engage with students.

Management of Provider Access Requests

Providers wishing to request access to students should contact:

Careers Leader: Lizzie Ayres

Telephone: 0118 9015600

Email: careers@reading-school.co.uk

The Careers Leader will work with providers to identify the most appropriate opportunity within the school's careers programme.

Safeguarding

All provider visits are conducted in accordance with the school's Child Protection and Safeguarding Policy.

Visitors must comply with the school's safeguarding procedures, including identity checks and visitor protocols.

Facilities

The school will make available appropriate facilities for provider encounters, including:

- school hall or classrooms for presentations
- meeting rooms for small group sessions
- audio-visual equipment to support presentations

Arrangements will be agreed in advance with the Careers Leader.

Providers may also leave prospectuses or relevant information in the Learning Resource Centre careers section, which is available to students during break and lunchtime.

Complaints

Any complaints relating to provider access may be raised through the school's complaints procedure.

Complaints may also be referred to The Careers & Enterprise Company via:
provideraccess@careersandenterprise.co.uk

Monitoring and Review

This policy is reviewed annually by the Careers Leader in consultation with senior leaders and governors to ensure compliance with statutory guidance and alignment with the school's careers programme.

Approved by the Curriculum and Standards Committee: 9th March 2026

Next Review: March 2027