



Provider Access Policy

September 2025

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| Written by: | Rebecca Brown, Head of Destinations | Date adopted: | May 2023 |
| Last review by: | Replace previous policy | Last date approved: | September 2025 |
| Approved by: | Full Governing Body | Next review due by: | Summer 2027 |

Headteacher: Mrs Lisa Munro

THE WOODLANDS SCHOOL | THE ASPIRE FEDERATION, MILTON KEYNES

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Introduction

This policy statement sets out the arrangements that TWSMK has in place for managing the access of education and training providers to the school for the purposes of giving pupils information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Statutory Requirement

For pupils of compulsory school age, the school is required to provide a minimum of two encounters with education or training providers for pupils in the first key phase (Years 7–9) and a further minimum of two encounters in the second key phase (Years 10–11) for those pupils for whom it is appropriate. For pupils in the third key phase (Years 12–13), particularly those who have not yet decided on their next steps, the school will make at least two additional provider encounters available, which pupils may choose to attend.

Pupil Entitlement

All pupils in Years 7 to 13 (for whom it is appropriate) are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme that 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 – through options events, assemblies, group discussions, and taster events.
- Understand how to make applications for the full range of academic and technical courses.

Provider encounters will typically be scheduled during the school's normal hours and providers will be given a reasonable amount of time to:

- Share information about both the provider and the approved technical education qualification or apprenticeships that the provider offers.
- Explain the career routes those options could lead to.
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and current learners).

- Answer questions from pupils.

Meaningful Provider Encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing **meaningful encounters**, using the “Making it meaningful” checklist as a guiding tool for ensuring quality. Meaningful online engagement is also an option, and we welcome providers that are able to offer live online engagement with our pupils.

Link to the Gatsby Benchmarks and CDI Framework

This provider access policy supports the school’s careers programme, which is aligned with the Gatsby Benchmarks and the CDI Framework:

- **Benchmark 1 – A stable careers programme:** We maintain a structured, clearly-communicated programme of provider visits and educational pathways. [GOV.UK+1](#)
- **Benchmark 2 – Learning from career and labour market information:** Providers help pupils understand labour market trends and future career paths. [Gatsby+1](#)
- **Benchmark 3 – Addressing the needs of each pupil:** The programme is tailored to each student, including those with SEND, and promotes equal opportunities for all. [Gatsby+1](#)
- **Benchmark 4 – Linking curriculum learning to careers:** Provider encounters are integrated into the curriculum and support transition points.
- **Benchmark 5 – Encounters with employers and employees:** Providers participating bring employer/employee insight into the school.
- **Benchmark 6 – Experiences of workplaces:** Although provider access is primarily in-school, the programme supports and complements workplace experience opportunities. [GOV.UK](#)
- **Benchmark 7 – Encounters with further and higher education:** Providers include FE/HE institutions and apprenticeship providers, so pupils understand full options.
- **Benchmark 8 – Personal guidance:** Pupils receive personal careers guidance, and provider encounters help inform that guidance.

The school also aligns with the CDI Framework by supporting students to:

- Increase self-awareness (identify interests and strengths)
- Explore opportunities (learn about different career pathways)

- Manage career and life plans (understand transitions and applications)
- Create opportunities (engage with providers and employers)
- Balance life and work (consider future choices and pathways in a diverse world)

Previous Providers

In previous years we have invited the following local providers to speak to our pupils:

- MK College
- Moulton College
- Macintyre No limits
- Walnuts College

Destinations of Our Pupils

Last year our Year 11 pupils moved onto our sixth form department:

Our Year 13 and Year 14 cohorts similarly progressed to local FE college or alternative education/social care provisions

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact the school's Head of Destinations, Rebecca Brown, via email at beccy.brown@twsmk.co.uk.

Opportunities for Access

The school offers the required provider encounters and additional events, integrated into the careers programme. We will provide opportunities for providers to speak to pupils, parents/carers, and staff. Please coordinate with the Careers Leader to identify a suitable opportunity.

Safeguarding

Our Safeguarding/Child Protection Policy outlines the procedure for checking the identity and suitability of visitors. Providers must comply with this policy.

Premises and Facilities

The school will make available appropriate facilities (main hall, classrooms, private meeting rooms) for provider meetings, and AV or specialist equipment as needed. Meaningful online engagement is also permitted. Providers may leave relevant information (prospectuses, brochures) in the Careers Resource Centre for pupils, accessible at break/lunch times.

Links to Other Policies

- Safeguarding/Child Protection Policy
- Careers Policy and Programme

Complaints

Any complaints regarding provider access should be made via the school's complaints procedure or to the Head of School via email: lisa.munro@twsmk.co.uk

Monitoring, Approval and Review

The careers provision and provider access arrangements are monitored by the senior leader responsible for careers. This policy will be reviewed annually and approved by the Executive Headteacher and the Governing Board.

"Where being unique is celebrated"