

# St Richard's Catholic College

## PROVIDER ACCESS POLICY



**The Policy was approved by the Governing Body: December 2025**

**Chair of Governors: K Eydmann**

**The Governing Body will review the policy in December 2026**

## **St Richard's Catholic College Provider Access Policy**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them 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.

### **Pupil entitlement**

All pupils in Years 8 -11 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 education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for Year 8 and 9 and two encounters for Year 10 and 11 pupils.**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- explain what career routes these 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 pupils from the provider).
- 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 to all pupils using the [Making it meaningful checklist](#).

### **Previous Providers**

In previous terms/years, we have invited the following providers from the local area to speak to our pupils:

- ITP - Sigta Apprenticeships
- ITP - Heathercroft Training Academy
- 6th Form College - Bexhill 6th Form College
- General FE College - East Sussex College Group
- Land-Based College - Plumpton College
- ASK Apprenticeship Programme

## Destinations of our pupils

Last year, our Year 11 pupils moved to a range of providers in the local area after school:

- 6th Form College - Bexhill College - 130
- General FE College - East Sussex College Group - 34
- BHASVIC - 14
- The Judd School - 4
- Weald of Kent Grammar School- 1
- Tunbridge Wells Grammar school for Boys- 1
- Tonbridge Grammar School - 1
- ITP - St Bede's school - 4
- ITP - Eastbourne College - 1
- ITP = Battle Abbey - 2
- ITP - St Bede's school - 4
- Varndean College- 1
- Land-Based College - Plumpton College - 2
- Out of Area - 1
- Lewes Old Grammar - 1
- Cardinal Newman - 1
- BN1 Arts - 1
- Apprenticeship provider - 1
- Traineeship provider - 1

## Management of provider access requests

A provider wishing to request access should contact the Careers Lead Mrs Lyons, by telephone 01424 7131070 or by email [mrslyonsc@strichardscc.com](mailto:mrslyonsc@strichardscc.com)

## Opportunities for access

The school offers the four provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers' programme. We will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

|        | Autumn Term                                   | Spring Term   | Summer Term  |
|--------|---|---|--|
| Year 7 |   | Life Skills – tutor group opportunities<br><b>Careers and employer fair</b>                             | <b>Careers workshops</b>                           |
| Year 8 |   | Life Skills – tutor group opportunities<br><b>Careers and employer fair</b><br><b>Careers workshops</b> |  |
| Year 9 | KS4 Options event<br><b>Careers workshops</b> | Life Skills tutor group opportunities   | No encounters - legislation requires encounters to |

|         |   |  |  |
|---------|---|--|--|
|         |   | <b>Careers and employer fair</b>   | take place by 28 February if in Year 9   |
| Year 10 |   | Life Skills – Work Experience preparation sessions<br><b>Apprenticeship assembly</b><br><b>Careers and employer fair</b><br>Online mentoring programme<br>CV writing | Life Skills – Work Experience preparation sessions (including MOCK interviews)<br>Post-16 taster sessions<br>Meetings with Careers Adviser<br>Work Experience                |
| Year 11 | Life Skills – assemblies on opportunities at 16.<br>Post-16 provider open evenings<br>Post 16 apprenticeship assembly<br>Post 16 provider assemblies<br>Meetings with Careers Adviser<br>Post 16 applications | <b>Careers and employer fair</b><br><b>Apprenticeship workshop</b><br>Meetings with Careers Adviser  | No encounters - legislation requires encounters to take place by 28 February if in Year 9<br><br>Confirmation of post-16 education and training destinations for all pupils. |

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

### **Safeguarding**

All visitors to the school are provided with a copy of our safeguarding procedures and will be fully supervised by a member of staff.

### **Complaints**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via this [link](#).