Testwood School

Careers Provider Access Policy

Key Responsibility area:	MHo
Last Review:	October 2026
Next Review:	October 2027

Revision History

Version	Date	Amendments	Initials
1.0	12.01.22		NA
2.0	09.01.23		NA
3.0	02.10.23	Updated annual programme	NA
3.1	02.10.24		NA
3.2	20.10.25	Updated to align with Provider Access Legislation 2023, DfE Careers Guidance (2023), and Equality Act 2010; added evaluation, safeguarding, and inclusion statements Text streamlined and updated	DM
4	06.10.26	Updates annual programme Update to mandatory KS3/4 encounters Addition of complaints procedure. Addition of Appendix 2 - Data Destination	MHo

Introduction

This policy statement sets out **Testwood School's** arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It 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**, and the **Provider Access Legislation (PAL) 2023**.

Student Entitlement

All students in Years 7–11 are entitled to:

- Find out about technical education qualifications, apprenticeships, and training opportunities as part of a comprehensive careers programme that introduces them to the full range of post-16 education and training options.

- Hear from a range of approved local and national providers, including colleges, training organisations, and employers, through assemblies, options evenings, workshops, and taster events.
- Understand how to make informed applications for post-16 and post-18 options.

In line with the **Provider Access Legislation 2023**, Testwood School ensures that students in **Years 8–11** will have **at least two mandatory encounters**. Two in KS3 and two in KS4 resulting in a minimum of four meaningful encounters during their time at the school.

Management of Provider Access Requests

Procedure

Providers wishing to request access should contact:

Mr N. Ainsworth
Careers Lead
Tel: 023 8086 2146
Email: nainsworth@testwoodschool.co.uk

Requests will be considered in line with the school calendar, curriculum priorities, and safeguarding requirements. Providers are encouraged to contact the Careers Lead early in the academic year to ensure inclusion in the annual programme.

Opportunities for Access

A number of events, integrated into the school's Careers, Education, Information, Advice and Guidance (**CEIAG**) programme, will offer providers an opportunity to come into school to speak with students and/or their parents or carers. Parental engagement opportunities are identified in Appendix 1: Annual Careers Programme 2026-2027.

A summary of opportunities is detailed in **Appendix 1: Annual Careers Programme (2026–2027)**.

Providers should contact the Careers Lead to identify the most appropriate opportunities based on student year group and provider offer.

Premises and Facilities

The school will make appropriate facilities available for live provider encounters, which may include:

- The main hall, classrooms, or meeting rooms for presentations and workshops.
- Audio-visual or IT equipment as required for presentations.

All arrangements must be agreed in advance with the Careers Co-ordinator.
Providers are welcome to leave copies of prospectuses, leaflets, or other relevant materials with the Careers Co-ordinator for distribution to students and placement in the school careers library or online resources.

Safeguarding and Visitor Conduct

All external visitors must adhere to **Testwood School's Safeguarding and Child Protection Policy**.
Providers will:

- Sign in at reception and provide photo ID upon arrival.
- Be accompanied by a member of school staff at all times.
- Present a current **enhanced DBS certificate** if working directly with students in an unsupervised capacity.

The safeguarding policy is available on the school website: www.testwoodschool.co.uk

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Equality and Inclusion

Testwood School is committed to providing fair access for all students, in accordance with the **Equality Act 2010**.
All students, including those with Special Educational Needs and Disabilities (SEND), will have equal access to provider encounters and careers information. Adjustments will be made as necessary to ensure inclusion.

Monitoring and Evaluation

The **Careers Lead** will:

- Maintain a record of all provider encounters.
- Evaluate the quality and impact of each encounter using student and provider feedback.
- Report outcomes annually to the **Senior Leadership Team** and **Board of Trustees**.

The policy itself will be reviewed annually and updated in line with national guidance and statutory requirements.

Complaints: A provider can raise a complaint through the following policy

The formal complaints policy is found below:

https://www.testwoodschool.co.uk/wp-content/uploads/2025/11/Complaints-Policy.pdf

Approval and Review

This policy was approved by the **Board of Trustees** on: October 2026
Next scheduled review: **October 2027**
Responsible Staff: **Headteacher / Careers Lead / Trustees**

Appendix 1: Testwood School CEIAG Annual Programme 2026–2027 (Summary)

Year Group	Term	Key Careers Activities and Provider Engagements	Gatsby Benchmarks
Year 7	Autumn–Summer	PDP careers lessons (skills, qualities, job awareness); Business Networking Event; National Careers Week; National Apprenticeship Week	1, 2, 5, 7
Year 8	All year	Careers lessons (personal qualities, industry exploration, introduction to apprenticeships); Business Networking; Apprenticeship Week; National Careers Week	1, 2, 5, 7
Year 9	All year	GCSE Options Support; Choices Assembly; Information & Options Evening; Southampton Careers & Apprenticeship Fairs; Get Inspired Event	1, 3, 5, 7
Year 10	All year	Careers Fair; Work Experience; Taster Days (Totton College, SUN, University Visits); Apprenticeship Workshops; Mentoring	1, 5, 6, 7
Year 11	Autumn–Spring	Post-16 Options Workshops; FE Assemblies; Application Guidance; Apprenticeship Week; Careers Mentoring; College Interviews	1, 3, 5, 7, 8

Note: All events are subject to change due to external provider availability. Testwood School will ensure that all students receive the required number of provider encounters as set out by the Provider Access Legislation (2023).

**Parental engagement opportunity*

Appendix 2: Testwood School Destination Data

https://www.testwoodschool.co.uk/wp-content/uploads/2024/10/Destination-Data-at-Testwood-School-2023-summary-1.pdf