



Hollingworth
Learning Trust
A Hollingworth Learning Trust Academy

PROVIDER ACCESS POLICY

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Policy responsibility:	Hannah Gregory-Harris – Deputy Headteacher Rebecca Jones – Careers Co-ordinator Louise Jamieson – Careers Administrator
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1. Aims

This policy statement aims to set out our 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 sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The six encounters schools must offer all students in Years 8 to 13

Schools must offer:

Two encounters for students during the 'first key phase' (year 8 or 9)

- All students must attend
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

Two encounters for students during the 'second key phase' (year 10 or 11)

- All students must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

Two encounters for students during the 'third key phase' (year 12 or 13)

- Students can choose to attend
- Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

We will work with local Higher Education and Further Education establishments, Training Providers, Businesses, Employers and Careers Advice services to develop opportunities for encounters both in school and through external visits to meet the above requirements. A schedule showing opportunities for access is shown below in section 4.2

2.2 Meaningful provider encounters

- Our school is committed to providing meaningful encounters to all students.
- One encounter is defined as one meeting/session between students and one provider.
- We are committed to providing meaningful encounters to all students using the Making it meaningful checklist.
- This resource is underpinned by the following guiding principles:

Start early

- Implement a progressive programme that broadens horizons, and scaffolds development of the knowledge and understanding required for students to identify their best next steps, from when students join us

Be informed by trends and success

- Use destination data and LMI to identify any gaps and implement appropriate intervention
- Use relevant destinations data and LMI (Labour market Information) to inform continuous improvement
- Harness employer and alumni voice through multi-Benchmark approaches where young people can be supported to understand learning opportunities through encounters and experiences of the workplace

True advocacy

- Grow our expertise in all career pathways and opportunities for young people
- Become an expert in the latest vocational and technical opportunities for our young people

Challenge misconception and assumptions head on

- Consider all stakeholders and their knowledge, understanding and potential misconceptions

Equity of access to information and understanding

- All pathways for all young people
- Provide equality of access to information and understanding

Meaningful live online engagement is also an option at our academy.

Encounters will be supported by engaging the students in preparatory work before the event and followed up with evaluations afterwards.

3. Student entitlement

All students in years 8 to 11 at Newhouse Academy are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which 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, e.g. through activities and events such as options events, assemblies and taster events (see section 4.2 below)
- Understand how to apply for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:

Rebecca Jones – Careers Co-ordinator: JonesR@newhouseacademy.co.uk

Louise Jamieson – Careers Administrator: JamiesonL@newhouseacademy.co.uk

01706 369436

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into the academy to speak to students and/or their parents/carers:

 CAREERS PROGRAMME						
	Half Term 1	Half Term 2	Half Term 3	Half Term 4	Half Term 5	Half Term 6
Year 7	KS3 Half Termly LMI Form time activity	KS3 Half Termly LMI Form time activity	- National Careers Week - National Apprenticeship Week - KS3 Half Termly LMI Form time activity	KS3 Half Termly LMI Form time activity	- KS3 Half Termly LMI Form time activity - Xello - Gmacs	KS3 Half Termly LMI Form time activity
Year 8	KS3 Half Termly LMI Form time activity	KS3 Half Termly LMI Form time activity	- National Careers Week - National Apprenticeship Week - KS3 Half Termly LMI Form time activity	- KS3 Half Termly LMI Form time activity - Technical Assembly	- KS3 Half Termly LMI Form time activity - Xello - GMACS	KS3 Half Termly LMI Form time activity
Year 9	KS3 Half Termly LMI Form time activity	- KS3 Half Termly LMI Form time activity - Options Assemblies from all Subjects	- National Careers Week - National Apprenticeship Week - KS3 Half Termly LMI Form time activity	- KS3 Half Termly LMI Form time activity - Parents Information evening	- KS3 Half Termly LMI Form time activity - College Assemblies	KS3 Half Termly LMI Form time activity
Year 10	- Weekly LMI Careers Form activity - Work Experience Launch	- Weekly LMI Careers Form activity - Work Experience Support	- National Careers Week - National Apprenticeship Week - Weekly LMI Careers Form Activity - KS4 Careers Fair - JD UPI	- Weekly LMI Careers Form activity - Xello - Gmacs	- Weekly LMI Careers Form activity - College Taster Days 1:1 interviews with Careers Advisor	- Weekly LMI Careers Form activity - Work Experience
Year 11	1:1 interviews with our Careers Advisor - College Applications - Support Sessions with LJA every Monday after school - Assemblies	1:1 interviews with our Careers Advisor - Xello - GMACS - Mock Interviews	1:1 interviews with our Careers Advisor - National Careers Week - National Apprenticeship Week	1:1 interviews with our Careers Advisor - Technical Assembly - Maverick Lab	1:1 interviews with our Careers Advisor	1:1 interviews with our Careers Advisor

Please speak to our Careers Coordinator, Rebecca Jones or Careers Administrator, Louise Jamieson to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents.

4.3 Granting and refusing access

Requests emailed/arranged in advance of an expected date for the planned session.

- All requests will be given due consideration from the designated Careers Co Coordinator / Administrator
- Provider events are planned in advance with the school's CEIAG team.
- On the whole access to students will be allowed during term time.
- During non- term time access will need to be specifically arranged with students, parents and providers accordingly with Careers Coordinator / Administrator.

- Access can be agreed during assembly time, curriculum time, lunch-time or after school.
- We will aim to offer provider access to individual students (if appropriate), small groups increasing to whole year groups.

Requests will be refused if:

- They impinge on student's preparation for public or internal exams
- They clash with other planned school events
- The school is unable to provide staff to support the event
- Rooming is unable to be found due to timetabling clashes

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

All visitors will be required to verify their identity to the satisfaction of staff.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting.

Visitors should be ready to produce identification.

Visitors are expected to sign in on the touch screen, have their photograph taken and wear the relevant visitor's lanyard displaying photograph and name.

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise students or staff.

School staff are trained that they should politely challenge any unaccompanied adults who they encounter inside the school building/ grounds, to ascertain the reason for their visit and if appropriate, accompany them to reception.

4.5 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, 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 Team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception. This material can be distributed to form rooms and be made available to all students during form times, after school and at lunchtimes on request.

5. Previous Providers

Previously, we have invited the following providers from the local area to speak to students:

- | | | | |
|----------------------|------------------------|------------------|--------------------------|
| • Alliance Learning | • Growth Co. | • NHS | • Rochdale Training |
| • ASK | • Guinness Trust | • Oldham College | • Royal Air Force |
| • Bellway Homes | • Holy Cross SFC | • Oldham SFC | • Ryder & Dutton |
| • British Army | • Hopwood Hall College | • OTC Training | • The Manchester College |
| • Bury College | • Maritime Transport | • Our Futures | • Tramwell Crow Group |
| • Chartrange | • MMU | • Pets at Home | • UCLAN |
| • Education & Skills | • Morgan Sindall | • Positive Steps | • Valley Vet Care |
| • GMHigher | • Myerscough College | • Rochdale SFC | • Wilmott Dixon |

6. Student Destinations

Last year's Year 11 students moved to a number of providers in the local area after leaving school: (the new table below has been updated)

Moving On Individual School Report

Newhouse Academy



2025		
	Number	Percentage
Further Education College	130	69.89%
School Sixth Form	0	0.00%
Sixth Form College	35	18.82%
Re-Engagement	2	1.08%
Training - Non Employed	4	2.15%
Employed - Apprenticeship	9	4.84%
Employed - with NVQ or locally recognised training	0	0.00%
Employed - no recognised training	1	0.54%
NEET - Available	4	2.15%
NEET - Awaiting Start Date	0	0.00%
NEET - Declined Support	0	0.00%
NEET - Illness	0	0.00%
NEET - Not available	1	0.54%
Unable to Contact	0	0.00%
Refused to Disclose Activity	0	0.00%
Total	186	100.00%

Number & Percentage in Learning

180
96.8%

Number & Percentage of NEET

5
2.7%

This report should be read in conjunction with the main **Moving On Report** and the spreadsheet of leavers.

The data is based on a survey conducted as on 31st October and as such it provides a snapshot of activity at a particular point in the young person's post school careers.

This report was produced from data collected and processed by the Positive Steps Business Intelligence Team.

We would like to thank all the training providers, schools, colleges, employers, Career Advisers, young people and parents who have contributed to providing the information that is contained in this report.

Newhouse Academy						
Year	% in Full-time Education	% in Full-time Training	% in Employment		% NEET	% Unable to Contact /Not Known
			Apprenticeship or Job with Training	No Training		
2015	82.2%	3.5%	9.4%	0.5%	4.5%	0.0%
2016	81.6%	0.5%	9.7%	1.5%	5.3%	1.5%
2017	81.3%	6.8%	8.0%	0.6%	2.8%	0.6%
2018	82.5%	2.5%	8.1%	5.0%	1.9%	0.0%
2019	90.3%	0.0%	9.1%	0.6%	0.0%	0.0%
2020	89.7%	2.9%	4.6%	2.3%	0.6%	0.0%
2021	89.1%	3.4%	4.0%	2.3%	1.1%	0.0%
2022	89.0%	1.2%	6.7%	1.8%	1.2%	0.0%
2023	89.7%	0.0%	9.9%	0.0%	0.5%	0.0%
2024	86.1%	1.4%	7.7%	1.4%	2.9%	0.5%
2025	88.7%	3.2%	4.8%	0.5%	2.7%	0.0%

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure <https://hltrust.co.uk/trust-policies-key-documents/policies> or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to Other Policies

Other policies:

- Safeguarding/child protection policy
- Careers guidance policy

- Curriculum policy
- Complaints procedure
- Visitor and lanyard guidance

Can be found here: <https://newhouseacademy.co.uk/policies/>

9. Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Hannah Gregory-Harris, SLT Careers Link.

This policy will be reviewed annually by Rebecca Jones, Careers Co-ordinator and Louise Jamieson, Careers Administrator.

At every review, the policy will be approved by the Local Governing Board.