SJFCC Provider Access Policy

Approved: November 2026
Adopted: November 2026
Review Date: October 2027

Introduction
This policy statement sets out the school's arrangements for managing the access of providers to 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.

Learner entitlement
All learners in years 8 to 13 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 learners of compulsory school age, these encounters are mandatory and there will be a minimum of two encounters for learners during the 'first key phase' (year 8 to 9) and two encounters for learners during the 'second key phase' (year 10 to 11).
For learners in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for learners to attend.

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 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 pupils from the provider);
• answer questions from learners.

Meaningful provider encounters

One encounter is defined as one meeting/session between learners and a provider. We are committed to providing meaningful encounters to all learners. Meaningful online engagement is also considered, and we are open to providers that can provide live online engagement with our learners and parents/carers.

Previous providers

In previous years we have invited the following providers from the local area to speak to our learners. Please note that this is not an exhaustive list.

- KMF / Equality / Martec
- NSCG / Stoke-on-Trent College / Stoke 6th Form
- Barhale
- Ibstock
- GXO
- DJH Accountancy
- HMS Prison and Probation Service
- Newcastle Borough Council / S-O-T Council
- ASK programme
- Training and Business Solutions
- Reaseheath College
- Keele University / Staffordshire University / Liverpool Hope / Manchester Met
- Stoke City

Destinations of our learners

Our year 11 learners moved to range of providers in the local area after school:

- Saint John Fisher Catholic College 6th form and the wider Trinity 6th Form.
- NSCG / Stoke College / Stoke 6th Form College / St Joseph's College
- Reaseheath College
- South Cheshire College
- Martec
- Apprenticeships

Last year our year 13 learners moved to range of providers after school:

- Universities
- Apprenticeships
- Workplace

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Management of provider access requests

Procedure and opportunities for access

A provider wishing to request access should contact Mr Christopher Hawthorne, Assistant Headteacher and Careers Leader, via email at chawthorne@ctkcc.co.uk. Alternatively contact Mrs I Howle, Careers Coordinator, via email at ihowle@ctkcc.co.uk. The school offers the six provider encounters required by law and several additional events, integrated into the school Careers programme. We will offer providers an opportunity to come into school to speak to learners or their parents/carers.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and learners, 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 Leader or a member of the team. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our learners. Providers are welcome to leave a copy of their prospectus or other relevant course literature and we will ensure that this is available to all learners.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved [date] by Governors at the Standards and Provision Committee
Next review: July 2025
Signed: Matthew Amison, Chair of Governors; Garrett Murray, Head Teacher

The table below shows the plan for the 2026/27 academic year for events/activities aimed at whole year groups. Please note that dates and activities may change throughout the year. The school provides many more encounters with providers and employers than those listed in the table. Please see our website for further details https://www.saintjohnfishercc.co.uk/careers-2/

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	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8		National Apprenticeships Week – webinar with local employer Wednesday 11th February 2027.	World of Work Event – Opportunities to engage with multiple employers and apprentices – Thursday 22nd April 2027.
YEAR 9	Assembly from NSCG around post-16 pathways including technical education and apprenticeships – Wednesday 30th September 2026.	Assembly from KMF around engineering careers and apprenticeships – Wednesday 3rd February 2027. National Apprenticeships Week – webinar with local employer. Wednesday 11th February 2027.	*No encounters – legislation requires encounters to take place by 28th February 2027 if in Year 9.*
YEAR 10		Assembly from Equality Training around post-16 pathways including apprenticeships – Thursday 4th February 2027. National Apprenticeships Week – webinar with local employer Wednesday 11th February 2027.	SJF Careers Fair – opportunities to engage with multiple employers, further/higher education providers and apprenticeship/Technical education providers. Tuesday 6th July 2027.
YEAR 11	Assembly from NSCG around post-16 pathways including technical education and apprenticeships – Friday 2nd October 2026. Assembly from S-O-T College around post-16 pathways including technical education and apprenticeships – Friday 20th November.	National Apprenticeships Week – webinar with local employer Wednesday 11th February 2027. Y11 Parents Evening – 1 to 1 discussion with NSCG, Trinity Sixth Form and S-O-T College – Thursday 21st January 2027.	*No encounters – legislation requires encounters to take place by 28th February if in Year 11.*
YEAR 12		Assembly with Staffordshire University around degree apprenticeships – Friday 5th February 2027. University/Apprenticeship Fair - tbc National Apprenticeships Week – webinar with local employer Wednesday 11th February	University Visit – tbc in Summer term SJF Careers Fair – opportunities to engage with multiple employers, further/higher education providers and apprenticeship/Technical education providers. Tuesday 6th July 2027.
YEAR 13		National Apprenticeships Week – webinar with local employer Wednesday 11th February 2027.	No encounters – legislation requires encounters to take place by 28th February if in Year 13.

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