



Provider Access Policy

Swakeleys School for Girls

Date Approved: Spring 2026

Date of Next Review: Spring 2027



Control Sheet

Version number		V0.4	
Original date approved		January 2022	
Current date approved		Spring Term 2026	
Approved by		Education Committee	
Date of next review		Spring Term 2027	
Status		Final	
Document History:			
Version	Date of review	Author	Note of revisions
Target group		Parents	
Chair of Committee signature	Kiran Daurka		

Provider Access Policy

Swakeleys School for Girls: Careers Education Intervention Advice and Guidance policy (CEIAG)

1. Rationale

This policy sets out the school's arrangements for managing careers guidance and education.

This complies with the school's legal obligations under Section 42B of the [Education Act 1997](#).

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 our offer.

It sets out:

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

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

This policy shows how our school complies with these requirements.

2. Objectives

For all students in years 8-13:

- To provide ALL students with high quality careers guidance and an educational programme which will **raise the aspirations and achievement of ALL** our students.
- For students to understand the essential link between their learning in school and how this is relevant in the ever changing world of work.
- For students to develop key employability skills and enhance their knowledge and understanding of key labour market information.
- To empower students to make informed choices at key transition points about their next steps.
- For all students to have access to independent and impartial careers guidance.
- For students to be experience a range of encounters with employers and people in industry as part of the Gatsby Benchmark 5 criteria.
- To provide students with extensive opportunities to meet with external providers about the opportunities they offer including technical education and apprenticeships
- To promote the STEM agenda amongst the students in school
- To have access to independent careers guidance
- To be informed of 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 understand how to make applications for the full range of academic and technical courses

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 event

3. Success Criteria

For students to leave Swakeleys School with confidence in their career strategy and future career path. This will also be reflected in higher numbers of students progressing to positive destinations such as apprenticeships, technical routes, sixth form schools / colleges, universities or employment.

4. Methodology

a) Opportunities for access

The Careers team at Swakeleys provides information, advice and guidance to students so they can develop the skills needed for a working life. This supports the more general careers education students receive in subject lessons, form group tutorials, assemblies and general careers events.

Careers guidance and education is delivered in all Key Stages as an integral part of the PSHCE programme. In sixth form, the careers guidance is expertly supported by external advisors who provide bespoke guidance on the UCAS process to students and parents.

Swakeleys School for Girls and Sixth Form works in partnership with an independent careers advice business, Learning to Work and Education Development Trust (EDT). The advisor delivers impartial advice and guidance to learners and parents / carers of students in the school. Every student from Years 7 to 13 will have access to a careers interview which is individually tailored to their particular needs. Follow up careers interviews are also available on request.

Our Careers Advisor is present at our **Year 11 Parents Evening** and on **GCSE / A-level Results Day** to help and guide students in making informed choices about their future. In addition to this he is available to support our Year 8 students and parents throughout the options process.

Swakeleys School for Girls and Sixth Form is keen to promote the STEM agenda and we are committed to promoting careers in science, technology, engineering and maths. Numerous events, integrated into the careers programme offers providers from different industries to share their knowledge and experience of their field of work. We have a specially appointed role for widening participation which aims to develop links with businesses and universities to broaden our offers.

Swakeleys School is committed to delivering students experiencing the real world of work through **a one week work shadowing programme** in **Year 10**. We encourage parents / close family friends to really get involved in sourcing suitable work shadowing placements for our students and work in partnership with lots of primary schools / local libraries and some local businesses to ensure that qualitative placements are sourced as part of this programme that will hopefully help to inform their future study pathway.

5. Management of provider access requests

Procedure

An educational provider wishing to request access should contact
Mrs Pat Laguillo, Assistant Headteacher, Telephone: 01895 251 962

Email: office@swakeleys.org.uk

Provider Access Legislation (PAL)

The [updated provider access legislation \(PAL\)](#) has now been enacted. It specifies schools must provide at least six encounters with approved providers of apprenticeships and technical education for all their students:

- 2 encounters that are mandatory for all pupils to attend that take place any time during year 8 or between 1 September and 28 February during year 9
- 2 encounters that are mandatory for all pupils to attend that take place any time during year 10 or between 1 September and 28 February during year 11
- 2 encounters that are mandatory for the school to put on, but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13

These 6 meetings are timed to inform consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training.

This new legislation will become a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

	Organisation	When
Year 8	Global Academy	Autumn Term
Year 9	Global Academy Assembly Uxbridge College	Autumn Term Spring Term
Year 11	Global Academy Assembly Uxbridge College Assembly AIM Assembly (EDT) NCS	Spring term Spring Term Autumn Term Spring Term

Opportunities for access

Numerous events throughout the year will offer our providers an opportunity to come into school to speak to our students and /or their parents /carers.

GB5 – Encounters with employers and employees

Throughout the year we encourage employers and employees to speak to our students about work, employment and the skills that are valued in the place of work. This happens in the many ways but especially through the various workshops run during the careers focus weeks, skills for life day and mock interview day.

GB7 – Encounters with further and higher education

We encourage Further and Higher Educational professionals to speak to our students from years 9 – 13 through assemblies. The assemblies delivered aim to inform and help students understand the full range of learning opportunities available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and places of work.

Granting and refusing access

All requests should be emailed at least 6 weeks in advance of an expected date for the planned session. All requests will be given due consideration from the designated Careers Leader and Senior Leadership.

Requests will be refused if:

- They impinge on students 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

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs P Laguillo.

Evaluation

This policy will be evaluated against the success criteria laid out in this policy and will be done by Mrs P Laguillo regularly as part of the ongoing monitoring of careers provision.