



Provider Access Policy Statement

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An academy within:



“Learning together, to be the best we can be”



1. Introduction

- 1.1. This policy statement outlines how Hilltop School manages the access of external education and training providers to our students, with the aim of providing them with valuable information about the various educational and training opportunities available. It covers the procedures for making requests for access, the criteria for granting or denying these requests, and the facilities and resources that will be made available to providers during their visit.
- 1.2. Hilltop School is committed to ensuring that all students have the opportunity to receive impartial, high-quality advice and guidance regarding their future educational and career pathways. This is essential to support their development and help them make well-informed decisions about their post-16 and post-19 options. In doing so, we aim to give students the skills and knowledge they need to move into aspirational and realistic futures. We will also ensure that students and their families have access to relevant and clear information that will support them through their decision-making process.

2. Rationale

- 2.1. At Hilltop School, we recognise the vital role careers education and guidance play in shaping the futures of our students. Our aim is to provide students with a clear understanding of the world of work and the various career paths they can follow. By helping them acquire the necessary self-development and career management skills, we aim to support our students in achieving aspirational and realistic futures. This guidance helps students to choose pathways that align with their personal interests and goals, while also improving their life opportunities and contributing to a productive and successful economy.
- 2.2. As the number of apprenticeships and alternative vocational qualifications continues to rise, it is crucial that our students understand all the options available to them, including technical education options such as T-Levels, Higher Technical Qualifications, and apprenticeships. This will support them in making informed decisions that will enhance their future prospects.

3. Commitment

- 3.1. Hilltop School is committed to providing students with access to a wide range of education and training providers, including those offering technical education qualifications and apprenticeships. The school recognises its responsibility to guide students in making choices that will enable them to progress in both education and work, and provide employers with a skilled workforce. We are dedicated to acting impartially, in line with our statutory duties, and ensure that we do not show bias towards any particular educational route, be it academic or vocational.



- 3.2. Hilltop School will ensure that all students are informed of the full range of options available to them, including technical qualifications, apprenticeships, and vocational pathways, in accordance with the Department for Education's "Baker Clause" (July 2021), and the Provider Access Legislation (January 2023).

4. Aims

- 4.1. The aims of Hilltop School's Provider Access Policy are:

- To enhance students' awareness and understanding of all career pathways available to them, including apprenticeships, technical qualifications, and vocational routes.
- To provide students with the opportunity to learn more about educational and training options outside of school before they make important decisions regarding their future pathways.
- To help reduce the risk of students dropping out of courses or becoming NEET (Not in Education, Employment, or Training) by giving them access to a variety of career options and support in making informed decisions.

5. Student Entitlement

- 5.1. At Hilltop School, we ensure that all students in Years 7 to 14 are entitled to comprehensive careers guidance, with a strong focus on employability, technical education, and vocational training opportunities where appropriate. This includes a range of encounters with education and training providers to help students explore their options and make informed decisions about their future.

- 5.2. Our students are entitled to:

- **Access to a range of education and training opportunities**, including employability qualifications, work experience, study programmes, supported internships, traineeships, and apprenticeships. This is part of a progressive careers programme that provides detailed information on the full range of education and training options available at each transition point.
- **Engagement with local providers to hear about the opportunities they offer**, including technical skills education, supported internships, traineeships, and apprenticeships. These encounters will take place through various activities such as bespoke careers events, careers talks, provider visits, group discussions, and curriculum lessons. Meaningful online engagement is also an option, and we are open to providers that are able to offer live online engagement with our students.
- **Two encounters during the 'first key phase' (Key stage 3)**
 - All students must attend
 - Encounters can take place at any time during Years 8 or 9.
- **Two encounters during the 'second key phase' (Key stage 4)**
 - All students must attend
 - Encounters can take place at any time during Year 10 or Year 11.
- **Two encounters during the 'third key phase' (Key stage 5)**



- Encounters are mandatory for the school to arrange but optional for students to attend
 - Encounters can take place at any time during Year 12 or Year 13.
 - **Support in understanding how to apply** for the full range of academic and technical courses, with a particular focus on job sector technical skills and career readiness.
- 5.3. These encounters will be strategically planned to ensure that they align with the overall careers programme, helping students make well-informed decisions as they progress through their education. All encounters will be tailored to meet the specific needs of students, ensuring accessibility and relevance to their individual goals.

6. Opportunities for Access

- 6.1. Hilltop school offer the **six provider encounters** required by law (marked in bold text) and a number of additional events, integrated into the careers programme. The list below outlines examples of the opportunities provided for training and education providers to speak to pupils and/or their parents or carers:
- **KS3 – 5 My Futures; Annual Careers Fair.** 2425 25 November **2526 Date TBC**
Providers from education, social care, community, and local authority services are invited into school to share information and opportunities with students and their families.
 - **KS3 - 5 Careers information morning.** 2425 3 February **2526 Date TBC**
 - **KS3 – 5 Careers information morning.** 2425 24 March **2526 Date TBC**
Careers options information event for students and families. Careers advisor, Careers Lead and Transition Lead provide support, advice, guidance and signposting regarding student's Careers journey. Places available for providers.
 - **Whole school Careers Week.** 2425 3 – 8 March **2526 2-7 March**
Students explore an industry sector through a visit a visitor and appropriate work experience. Industry partners invited into school to provide local and expert advice.
 - **KS4. Spring term**
Careers advisor arranges visits to local Post-16 education and training providers for students following the academic curriculum
 - **KS5. Autumn term**
Careers advisor arranges visits to local Post-19 education and training providers for students following the Sixth Form Independence and Support pathways
- 6.2. In addition to the mandatory encounters, we will offer providers further opportunities to come into school to speak to pupils or their parents/carers. These opportunities include:
- **KS2-KS5 Families. Next Steps event.** 2425 19 May **2526 Date TBC**



- **KS3 – KS5. 'Hall of Fame' assemblies.** Final Friday of the Month.
- **Visits to the work place with Enterprise partners** (mainly KS5, but open to others if appropriate),
- **KS3&4. Visits to PSHE & Preparing for Adulthood activities,**
- **KS5. Visits to Careers and Employment lessons.**

6.3. Please contact the Careers Leader to identify the most suitable opportunity for you. Access will be granted in line with the School Safeguarding Policy.

7. Requests for Access

7.1. Requests for access to Hilltop School by education or training providers should be directed to the Careers Leader, Claire Saddington.

- **Email:** hilltopcareers@nexusmat.org
- **Phone:** 01709 222087

7.2. Providers can also leave prospectuses or other relevant literature at the Preparing for Adulthood Centre, Forest View site.

8. Details of Premises and Facilities to be Provided

8.1. Hilltop School will provide appropriate facilities for education and training providers to deliver their information sessions. The school will advise education and training providers on how to adapt their sessions to meet the needs of our students. Hilltop School will make the main hall, classrooms, or private meeting rooms available, as appropriate to the activity. The Careers Leader or a designated member of the Careers Team will facilitate the visit and ensure that necessary arrangements are made to accommodate the provider.

9. Live/Virtual Encounters

9.1. Hilltop School is open to live online encounters with providers where requested ensuring flexibility and accessibility. These can be broadcast into classrooms. The school will ensure that necessary AV equipment and other support will be provided for such sessions, with compatibility checks carried out in advance.

10. Parents and Carers



- 10.1. We encourage parental/carer involvement in the careers education process. Parents and carers may be invited to attend careers events to meet providers and learn more about the opportunities available to students.

11. Management and Coordination

- 11.1. The Careers Leader, Claire Saddington, coordinates all provider requests and liaises with the Senior Leadership Team to ensure that career guidance is delivered effectively.

12. Complaints Procedure

- 12.1. Any complaints about this policy should be directed to Sam MacDonald, Executive Headteacher.

- **Email:** smacdonald@nexusmat.org

If the complaint is not resolved, it will be escalated for further review.

13. Monitoring, Review, and Evaluation

- 13.1. The policy is monitored and evaluated annually by the Careers Lead who reports to the Senior Leadership Team and the Academy Council to ensure that it continues to meet the needs of the students and complies with all relevant statutory duties.

- **Policy Coordinator:** Claire Saddington (Careers Lead)
- **Policy Reviewed:** July 2025
- **Date of Next Review:** May 2026



Appendix

Providers Invited into Hilltop to Date:

- The ROC,
- Landmarks Specialist College,
- Rotherham College,
- Doncaster Communication College,
- The Ridge,
- Doncaster College,
- Project Search - Supported Internships,
- ASK Apprenticeships,
- Freeman College,
- Camphill.

Destinations of Previous Pupils:

- The ROC,
- Landmarks Specialist College,
- Portland College,
- Doncaster Communication College.