



Careers Education, Information, Advice & Guidance Provider Access Policy – 2025/26

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

This document complies with the school's legal obligations under Section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022.

Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them Post-16 and Post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

Maltby Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Maltby Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical. Maltby Academy endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aim

Maltby Academy's policy for Access to other education and training providers has the following aims:



- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

Every student, in every year group has an entitlement to receive a structured, sequenced, and comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme delivered by experienced and enthusiastic staff to help them develop careers readiness and the key skills needed for their chosen progression transition pathway at Post 16 and Post 18. At Maltby Academy we fully support the statutory requirement, and the school will comply with all new legal requirement.

All students in years 7 to 13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a 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 – through options events, assemblies, group discussions and taster events;
- Understand how to make applications for the full range of academic and technical courses.

We are committed to meeting the requirements of Provider Access Legislation (PAL), introduced in January 2018, which specifies that schools must provide at least six encounters with providers of technical education or apprenticeships for all their students during school years 8-13. We will ensure that we provide:

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the ‘first key phase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). For pupils 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 pupils to attend.

Year →	Year 7	Year 8	Year 9	Year 10	Year 11
Whole year group provider/encounter	<ul style="list-style-type: none"> o Enterprise Day - range of employers and apprenticeship providers 	<ul style="list-style-type: none"> o Routes into Careers Day - range of employers and apprenticeship providers 	<ul style="list-style-type: none"> o Careers Speed Networking – range of employers and apprenticeship providers o GCSE Options Taster Day (MA provision, Progress Careers, apprenticeships and businesses) 	<ul style="list-style-type: none"> o Careers Fair – range of employers and apprenticeship providers 	<ul style="list-style-type: none"> o Post-16 Taster Day (MA provision, Progress Careers, apprenticeships and businesses) o Mock Interview Day



Any providers and employers wishing to engage with these encounters can contact Miss Simon, our Leader of CEIAG for further information.

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 pupils.

Meaningful provider encounters

As updated in the Gatsby review in Summer 2025 – The definition of a meaningful encounter is defined as a single encounter that 'gives the young person the opportunity to learn about what work is like, what skills are valued in the workplace, their recruitment processes and what it takes to be successful'. We are committed to providing meaningful encounters to all pupils using the 'Making it meaningful' checklist.

Throughout our careers programme, students will encounter employers of different sizes and specialisms, including the self-employed, that reflect trends in the labour market, regionally and nationally. These encounters could be in person or a combination of in person and virtual, where appropriate.

A meaningful encounter will:

- Have a clear purpose, which is shared with the employer and the young person.
- Be underpinned by learning outcomes that are appropriate to the needs of the young person.
- Have opportunities for two-way interactions between the young person and the employer.
- Be followed by time for the young person to reflect on the insights, knowledge or skills gained through the encounter.



This provision will be met through:

- Liaising with local providers and employers to discuss and agree appropriate interactions.
- Responding to requests from providers and employers and agreeing appropriate interactions.
- Integrating encounters into the whole-school careers programme, especially to support points of transition.

Management of provider access requests

A provide wishing to request access should contact:

Associate Assistant Principal and Leader of CEIAG: Miss Simon | csimon@maltbyacademy.com | 01709 812864

A number of events, integrated into the academy careers programme, such as assemblies, careers fairs, mock interview days and other opportunities to experience workplaces and employers, will offer providers an opportunity to come into the academy to speak to students and/or their parents/carers. Please contact Miss Simon, our Leader of CEIAG to identify the most suitable opportunity for you. Providers can also raise any issues or complaints in relation to the access provided to them at Maltby Academy. Complaints should also be addressed to Miss Simon, who oversees the careers provision, for further investigation.

Please see the Examinations area of the academy website for the most up-to-date Post 16 destination summary.

[Maltby Academy - OFSTED AND RESULTS](#)

Opportunities for Access

Provider encounters will take place during the school day in the school building. A number of planned events are available, integrated into the school careers programme, such as year group assemblies, (which take place during Tutor Period, 08:30 – 09:00) careers focused activities such as careers days and careers-related groupwork activities. These offer providers and employers an opportunity to come into school to speak to students and/or their parents/carers. Live online encounters can also be accommodated. A minimum four-week notice period is required. Providers and employers are encouraged to contact a member of the Careers Team, who would be happy to discuss individual requirements to ensure the interaction is the most meaningful and successful for all parties.



ACADEMY DAY

Monday - Friday	Timings	Length
Entry Time (Late mark issued after 8:20am through the single point of entry)	08:00 - 08:20	20 minutes
Transition to Tutor Period	08:20 - 08:30	10 minutes
Tutor Period	08:30 - 09:00	30 minutes
Period 1	09:00 - 10:40	100 minutes
Break	10:40 - 11:00	20 minutes
Period 2	11:00 - 12:40	100 minutes
Lunch	12:40 - 13:10	30 minutes
Period 3	13:10 - 14:50	100 minutes
Period 4 (Y11 only)	14:50 - 15:40	50 minutes

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Maltby Academy is committed to encouraging all students to make decisions about their future based on impartial information.

Premises and Facilities

Maltby Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy 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 their team. Providers are welcome to leave a copy



of their prospectus or other relevant course literature at academy for access by, or distribution to pupils. Maltby Academy will work with each visiting provider on a bespoke basis, to ensure that the experience is as informative and impactful as possible for the students taking part. Where appropriate, the academy does accept virtual, or online experiences.

Safeguarding

In addition to this appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate. Maltby Learning Trust is committed to safeguarding and promoting the welfare of children.

Please see the links to access our policies in relation to safeguarding:

[Maltby Academy - SAFEGUARDING - KEEPING YOU SAFE](#)

[MLT Child Protection and Safeguarding Policy](#)

[MLT Visitors to School Guidance](#)

[Keeping children safe in education 2023 \(maltbyacademy.com\)](#)

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers. Regular communication with parents will be provided through various means appropriate to the activity such as class charts, letters and social media avenues

Complaints Procedure

In the unlikely event that a mutually beneficial outcome cannot be agreed, providers/employers may wish to make a complaint. This should be done in the following way:

- Raise the complaint with the Careers Leader/ Careers Team who will be able to record the details and suggest solutions.
- Should the issue not be resolved, please refer to the MLT Complaints Policy, which can be found on the Maltby Academy website, in the 'About Us' section.
- Complaints with regards to provider access can also be raised directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk



Previous Providers who have visited Maltby Academy:



Last Review: September 2025
Next Review: September 2026