

Thomas Telford School



Provider Access Policy

Updated by: J Flynn

Approved by: I Rawlings

Date: October 2025

Review Date: October 2026

1.0 Introduction

The policy statement sets out the School's arrangements for managing the access of providers to students at 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](#), the [Skills and Post-16 Education 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 6 encounters schools must offer to all students in Years 8 to 13

Schools must offer:

- 2 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
- 2 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
- 2 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 which runs from 8:30am to 3:20pm. However, Thomas Telford School will continue to provide complementary experiences during session 3 (3:30-5:00pm) or during the evening (for example, at our annual Careers Fair) but encounters outside of school hours won't count towards these requirements.

In addition, as students at Thomas Telford School choose their GCSE options during the Spring term of Year 8, an encounter with an apprenticeships provider/employer will also be organised during Careers Week at the end of Year 7, as part of the 'first key phase'.

The School will 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

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students.

1 encounter is defined as 1 meeting/session between students and 1 provider. Meaningful live online engagement is also an option at our school.

3.0 Student entitlement

All students in Year 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of the careers programme which provides information on the full range of education and training options at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, through assembly talks, information sessions and at our annual careers fair;
- To understand how to make applications for the full range of academic and technical courses.

4.0 Previous providers:

In previous terms/years we have invited the following providers from the local area to speak to our students:

- InComm training (apprenticeships)
- Thomas Telford UTC, Wolverhampton (Post 16 provider, also offers a T level)
- Telford College (Post 16 provider, also offers T Levels)
- Shrewsbury Town in the Community
- Madeley Academy Sixth Form
- Local employers offering apprenticeships including Housing Plus Group, Epson, Capgemini, Alstom, ChadStone Accountancy, RBSL, the army, Torus Group, Ricoh, UTC Collins Aerospace, West Mercia Police, Mondelez, Jaguar LandRover, Atkins, Lloyds Bank, Deloitte, the BBC and Virgin Atlantic.

5.0 Destinations of our students - (2025 leavers)

Last year, our Year 11 students moved to range of providers after school:

- 65% progressed to Thomas Telford School Sixth Form
- 27% progressed to other schools or colleges
- 5% secured sport scholarships at professional football clubs
- 3% (n.6) secured apprenticeships

Last year, our Year 13 students moved to range of providers after school:

- 73% progressed to university or Stage School in the UK or abroad
- 18% secured employment/apprenticeships
- 7% are taking a planned gap year/seeking full time employment
- 2% have returned for 6.3/progressed to a further education foundation course

NB Percentages have been rounded.

6.0 Management of provider access requests

6.1 Procedure

A provider wishing to request access should contact Mrs J Flynn, Deputy Head – Careers & Industry Links, Telephone 01952 200000. Email: jflynn@ttsonline.net

6.2 Opportunities for access

The school offers the six provider encounters required by law as well as a large number of additional events, integrated into the school careers programme. An overview of this programme can be seen in the '[Careers programme](#)' page on the school website.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. However, we are always open to making links with new employers. Please speak to Mrs Flynn, our Careers Leader to identify the most suitable opportunity for you or to discuss new opportunities.

6.3 Safeguarding

Our Safeguarding Policy outlines the School's procedure for checking the identity and suitability of visitors. Education, training and apprenticeship providers will be expected to adhere to this policy.

6.4 Premises and facilities

The School will make the School's Theatre, Sports Hall, Careers Resource Centre or the Conference room available for discussions between the provider and students, as appropriate to the activity. The School will also make available ICT 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 Careers Team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Resource Centre, which is managed by the School Careers Team. This resource centre is located in the Reynolds Building at the front of the site and available to all students throughout the working day from 8:00am to 5:00pm (Mon-Thurs) and from 8:00am to 3:30pm (Friday).

7.0 Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via **Careershub@marcheslep.org.uk**

8.0 Links to other policies:

- [Safeguarding and Child Protection](#)
- [Careers Advice and Guidance Policy](#)
- [Complaints Policy](#)

9.0 Monitoring arrangements:

The School's arrangements for monitoring the access of education and training providers are monitored by Mr I Rawlings, Headmaster.

10.0 Policy review

This policy will be reviewed by Mrs J Flynn, Deputy Head – Careers & Industry Links, in October 2026. At every review, the policy will be reviewed by the Headmaster.

General Data Protection Regulation (GDPR) – Data will be processed to be in line with our requirements and protections set out in the UK GDPR, Data Protection Act as amended by the Data (Use and Access) Act 2025.