



# Careers Provider Access Policy Statement 2025-2026

STATUS: STATUTORY

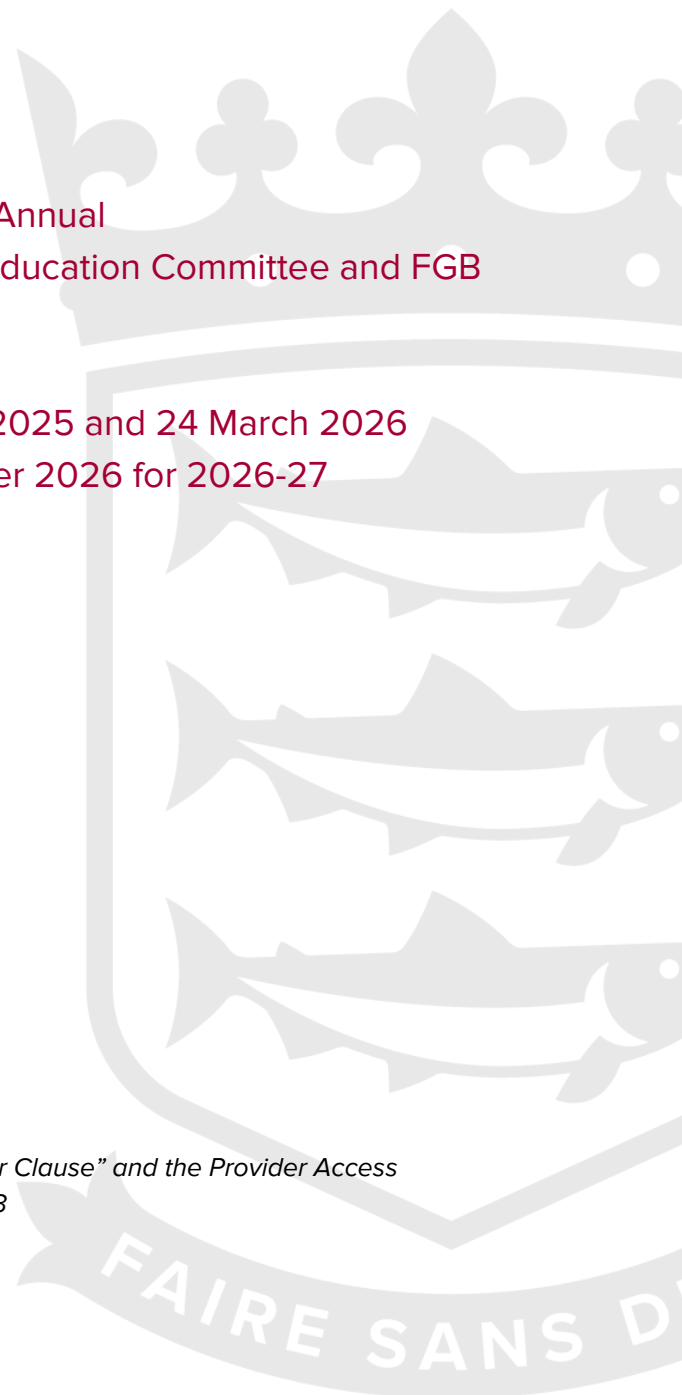
**Review Cycle:** Annual

**Governors Committee Responsible:** Education Committee and FGB

**Date of Last Review:** 14 October 2025 and 24 March 2026

**Date of Next Review:** Summer 2026 for 2026-27

*Reference: The Department of Education, July 2021: "Baker Clause" and the Provider Access  
Legislation, January 2023*



## 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

Tiffin School 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. Tiffin School 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.

Tiffin School 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).

## Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer. It sets out:

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

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

## Student entitlement

Tiffin School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The School will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies, in National Apprenticeship Week and National Careers Week and in sessions on options and pathways. In addition, providers will

be invited to attend relevant ad hoc careers events.

**All pupils in years 8 to 13 at Tiffin School are entitled to:**

- Find out about further education training, technical education qualifications and apprenticeship opportunities as part of our 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, e.g. through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we provide complementary experiences but encounters outside of school hours won't count towards these requirements.

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

**Pupils in year 8 and 9**

All pupils in these year groups are offered:

- 2 encounters with education and training providers (Apprenticeships speaker linked to National Apprenticeship Week each year, plus Speed Careers)
- All pupils must attend
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

**Pupils in year 10 and 11**

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers (Apprenticeships speaker linked to National Apprenticeship Week each year, plus an additional talk from local colleges)
- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

**Pupils in year 12 and 13**

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers (Apprenticeships speaker linked to National Apprenticeship Week each year, plus alumnae speakers)
- Pupils can choose to attend
- Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

## **Development**

This policy has been developed and is reviewed annually based on current good practice guidelines issued by the Department of Education by the Head of Careers & Progression and Line Manager (Assistant Head-Head of 6th Form), then Headteacher and the Governing Board.

## 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. Tiffin School is committed to encouraging all students to make decisions about their future based on impartial information.

## Requests for access

Requests for access should be directed to David Ryde, Head of Careers and Progression. David Ryde may be contacted by:

- Email: [careers@tiffin.kingston.sch.uk](mailto:careers@tiffin.kingston.sch.uk)
- Telephone: 020 8546 4638

## Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or PSHE lessons, and Careers or Options events that Tiffin School is arranging. Students may also travel to visit another provider as part of a trip to be organised in partnership with Tiffin School.

## Meaningful encounters with providers

Our school is committed to providing meaningful encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

## Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

Each access request will be considered on a case-by-case basis. We will grant access requests where there is opportunity for a positive contribution to our careers programme.

	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Year 8</b>		National Apprenticeship Week Talk	Speed Careers Event with local employers, apprenticeship providers and colleges.
<b>Year 9</b>	Assembly and tutor group opportunities – employability skills	National Apprenticeship Week Talk Key Stage 4 options event	
<b>Year 10</b>	Life skills – work experience preparation sessions Assembly and tutor group opportunities – employability skills	National Apprenticeship Week Talk	Work experience preparation sessions Work experience
<b>Year 11</b>	Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications	National Apprenticeship Week Talk Apprenticeships – support with applications	
<b>Year 12</b>	Post-18 assembly – apprenticeships	Meetings with careers adviser	
<b>Year 13</b>	Post-18 assembly – with higher and degree apprenticeship providers	Meetings with careers adviser Assembly and small group opportunities – employability skills	

### **Details of premises or facilities to be provided to a person who is given access**

Tiffin School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Head of Careers & Progression will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

### **Live/ virtual encounters**

Tiffin School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

### **Parents and carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the

providers. We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. Careers events will be shared with parents via the careers section on the Headteacher's newsletter and school website. UNIFROG is also the school's platform of choice for collating and sharing careers information.

If you would like to speak to the school about encounters with providers, please contact David Ryde (Careers Adviser) at school.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers. You can do this by using the 'Tell us at Tiffin' form.

## **Management**

The Head of Careers & Progression coordinates all provider requests and is responsible to his/her senior management line manager.

## **Complaints procedure**

Any complaints about this policy should be managed in accordance with the School Complaints Policy.

## Appendix

Providers who have been invited into Tiffin School previously include:

- Kingston College
- Apprenticeship and Knowledge Programme (ASK) /Education Development Trust (EDT) Gardiner and Theobald
- PwC
- Unilever
- Young Enterprise

Destinations of previous pupils from Tiffin School include:

- Kingston College
- Esher College
- Kings Maths School
- PwC
- BAM Nuttall
- BRIT School

**Our 13 destinations include:**

UK University	International Universities	Apprenticeships
<ul style="list-style-type: none"> <li>• Cambridge</li> <li>• UCL</li> <li>• Bristol</li> <li>• Warwick</li> <li>• Bath</li> <li>• Oxford</li> <li>• King's College</li> <li>• Imperial</li> <li>• Southampton</li> <li>• Leeds</li> <li>• Nottingham</li> <li>• Durham</li> <li>• LSE</li> <li>• QMU</li> <li>• Birmingham</li> <li>• Newcastle</li> <li>• Edinburgh</li> <li>• Manchester</li> <li>• York</li> <li>• Loughborough</li> <li>• Exeter</li> <li>• Cardiff</li> <li>• City</li> <li>• Lancaster</li> <li>• Royal Holloway</li> <li>• Liverpool</li> <li>• Surrey</li> <li>• Bangor University</li> <li>• Birmingham Newham</li> <li>• Brighton &amp; Sussex</li> </ul>	<ul style="list-style-type: none"> <li>• USA-Princeton</li> <li>• USA-Wake Forest University</li> <li>• Canada-Queens, Acadia</li> <li>• Canada-McGill, Toronto</li> <li>• Netherlands-Delft University of Technology</li> <li>• Italy-Bocconi University</li> </ul>	<ul style="list-style-type: none"> <li>• Deloitte</li> <li>• Deutsche Bank</li> <li>• PwC</li> </ul>

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| <ul style="list-style-type: none"><li>• Brunel</li><li>• St. Georges</li><li>• St. Marys</li><li>• Swansea</li><li>• East Anglia</li><li>• Kent</li><li>• Reading</li><li>• Sheffield</li><li>• Sussex</li></ul> |  |  |
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