



Provider Access Policy

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Title	Careers Provider Access Policy
MHS Policy Number	MHS085
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Purpose of the policy	<p>The purpose of this policy is to:</p> <p>Set out Manchester Hospital School's arrangements for managing the access of providers to students at the school</p> <p>Set out procedures in relation to requests for access</p>
Related policies/guidance	<p>This policy links with a number of other policies, including:</p> <p>MHS Careers Education, Information, Advice and Guidance Policy</p> <p>MHS Equality and Inclusion Policy</p> <p>Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges.</p>
Review	Every 2 years
Author	Lisa Biggar
Date Consultation Completed	March 2025
Date adopted	11th March 2025- Curriculum committee





Manchester Hospital School

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe . We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will , therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

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1.0 Introduction

This policy statement sets out Manchester Hospital 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. It sets out procedures in relation to requests for access. It provides the grounds for granting and refusing requests for access. The policy provides details of premises or facilities to a person who is given access.

2.0 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 is outlined in section 42B of the Education Act 1997. This policy shows how our school complies with these requirements.

3.0 Student entitlement

All students in years 8-13 are entitled to:

- find out about 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
- 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 events
- understand how to make applications for the full range of academic and technical courses and for employment

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:



Manchester Hospital School

- 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 pupils

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.

4.0 Management of provider access requests

4.1 Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#). Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

4.2 Procedure

The school offers the provider encounters and a number of additional events, integrated into the school careers programme. We offer providers an opportunity to come into school to speak to pupils or their parents or carers.

A provider wishing to request access should contact Danielle Clough, School Business Director or Lisa Biggar, Assistant Head and Site Lead - The Leo Kelly School and Careers Leader.

Telephone: 0161 5092368 Email: admin@hospitalschool.manchester.sch.uk



For opportunities to access events, integrated into the school careers programme, we will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7/ 8	Meeting with Careers advisors Careers Fair Manchester United Careers Visitor	Meeting with Careers advisors Visit to Manchester College Visit to Salford University External guest speaks - Equan and Manchester United	Meeting with Careers advisors College visit Enterprise day
Year 9	Meeting with Careers advisors Careers Fair Manchester United Careers Visitor	Meeting with Careers advisors Visit to Manchester College Visit to Salford University External guest speaks - Equan and Manchester United	Meeting with Career advisors College visit Enterprise day
Year 10	Meeting with Careers advisors Careers Fair Manchester United Careers Visitor	Meeting with Careers advisors Visit to Manchester College Visit to Salford University External guest speaks - Equan and Manchester United	Meeting with Careers advisors Work experience opportunities College visit Enterprise day
Year 11	Meeting with Careers advisors Careers Fair	Meeting with Careers advisors Visit to Manchester College	Meeting with Careers advisors Work experience opportunities



	Manchester United Careers Visitor	Visit to Salford University External guest speaks - Equan and Manchester United	College visit Enterprise day
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4.3 Granting and refusing access

We will consider all requests to access students from providers. Access will always be granted during the events and times highlighted above.

Access may be refused during:

- Pre-Public Examinations (Mock Exams)
- GCSE Examinations
- School Holidays
- Public Holidays

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Manchester Hospital Schools safeguarding/child protection policy can be found on the school website. For further clarification on our safeguarding/child protection policy please get in contact with Danielle Clough, School Business Director Telephone: 0161 701 0684 Email: admin@hospitalschool.manchester.sch.uk

4.5 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV1 Robots 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 School Business Director.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at front reception of Leo Kelly School. These resources will be stored in the common room, library and careers room and will be available to all students at lunch and break times.



4.5 Destination data

The Destination Data table below can be found on our school website. The table shows the percentage of students continuing to a sustained education, apprenticeship or employment destination for year 11 leavers.

Year 11 leavers	Next destination
	Apprenticeship
	Employment
	Engagement program to support access to employment or education (NEET)
	Further Education
	Other education provider

4.6 Previous Providers

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

- EQUAN - Construction Company
- Manchester United Foundation Trust
- The Proud Trust
- European Parliament Ambassador

5.0 Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

6.0 Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Lisa Biggar - Assistant Head and Site Lead - The Leo Kelly School

This policy will be reviewed by Lisa Biggar every 2 years. At every review, the policy will be approved by the curriculum committee.