



Reading Girls' School

Succeeding Together

Name of Policy	<b>Education and Training Provider Access Policy</b>
Scope of Policy	All education and training providers
Approved by	Principal
Date of Approval	September 2025
Review period	Annually
Review Date	September 2026

GROWING STRONGER TOGETHER



**THAMES LEARNING  
TRUST**

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## 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer and to help learners understand and take-up apprenticeships, and wider technical education options such as T-Levels and Higher Technical Qualifications.

It sets out:

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

## 2. Statutory requirements

Under the new Provider Access Legislation effective from January 2023 schools must provide:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

This is outlined in the statutory guidance about [Careers guidance and access for education and training providers](#)

This policy shows how our school complies with these requirements. It also outlines how education and training providers will be given access to our students.

## 3. Student entitlement

All students in years 7 to 13 at Reading Girls' School are entitled to:

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

The School will arrange

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

## 4. Requirements from Training Providers

In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example a further education college or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

## 5. Management of provider access requests

### 5.1 Procedure

A provider wishing to talk to students should contact:

Kate Thomson, Careers & Employability Skills Coordinator,  
 Telephone: 0118 9861336 (switchboard); 0118 9213376 (direct dial)  
 Email: [kthomson@readinggirlsschool.net](mailto:kthomson@readinggirlsschool.net)

### 5.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Academic Year(s)	Event	Date / Term
All	Careers & post-16 information stands during school lunch breaks	Available by arrangement

Year 12	FE Fair for further education and training providers Stands for careers, HE and volunteering opportunities at Year 12 Parents Evenings	Thursday 6 November 2025  Available on request
Year 11	FE Fair for further education and training providers Stands for careers, FE, HE and volunteering opportunities at Year 11 Parents Evenings Personal Development Days and assemblies	Thursday 6 November 2025  Available on request  Until spring 2025
Year 10	FE Fair for further education and training providers Personal Development Days and assemblies Stands for careers, FE, HE at Year 10 Parents Evening	Thursday 6 November 2025  Throughout the Year  Available on request
Year 9	Personal Development Days and assemblies Stands for careers, FE, HE at Year 9 Parents Evening	Throughout the Year  Available on request
Year 8	Stands for careers, FE, HE at Year 8 Options Evening Personal Development Days and assemblies	Available on request  Throughout the Year
Year 7	Personal Development Days and assemblies	Throughout the Year

Please speak to our Careers Coordinator, Kate Thomson, to identify the most suitable opportunity for you.

### 5.3 Granting and refusing access

We will always try to provide access to careers guidance wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Date requested (for example, not during exam or assessment periods)
- Timing of the school day
- Timing of the request (for example, insufficient notice given)
- The nature of the request from the provider
- The number of requests received from providers

- The number of requests received for a particular cohort of students
- The quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Headteacher.

#### **5.4 Safeguarding**

Our Safeguarding and 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.

#### **5.5 Premises and facilities**

The school will make the main hall, classrooms, other suitable open spaces or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school 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 Coordinator or a member of the team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Careers Coordinator.

### **6. Links to other policies**

- Safeguarding and Child Protection policies are available on the school website in the Policies section as is the Careers Education Plan
- Opportunities to work with Students and the NEET prevention strategy are available on the school website in the section on Careers & Life after RGS

### **7. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is organised and monitored by Kate Thomson, the Careers & Employability Skills Coordinator

This policy will be reviewed by Kate Thomson, the Careers & Employability Skills Coordinator, annually. At every review, the policy will be approved by the Senior Leadership Team and Trustees.