

The 3-18 Education Trust

Provider Access Policy Statement

‘Every individual is in a great school.’

Approved: **Spring Term 2026**
Review: **Spring Term 2027**

www.3-18education.co.uk



Our Mission

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

Our Values

Compassionate

To show care and understanding towards others.

Accomplished

To provide high quality education and training for all.

Resilient

To be solution focused and able to intelligently manage challenges.

The 3-18 Education Trust

101 Longden Road
Shrewsbury
SY3 9PS

Company Number: 08064698

Policy Monitoring and Review

Monitoring

The Trust's arrangements for managing the access of education and training providers to pupils are monitored by Claire Jones

This policy will be reviewed by Claire Jones, Deputy CEO, annually and approved by the board of trustees at every review.

Review

Member of Staff Responsible	Chief Executive Officer
Relevant Guidance/Advice/Legal Reference	
Policy Adopted By	Board of Trustees
Date of Policy	Spring Term 2026
Review Period	Annually
Date of Next Review	Spring Term 2027

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1. Aims

- 1.1. At The 3-18 Education Trust (the Trust), we aim to provide all pupils from year 8 to 13 with meaningful opportunities to explore a wide range of future options.
- 1.2. This policy statement aims to set out the 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 person who is given access
- 1.3. The trust aims 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)
 - The requirements and entitlements in section 2 apply to every secondary school in the trust. Sections 3, 4, 5, 6 and 7 set out the details for the named school adopting the policy.

2. Statutory requirements

- 2.1. 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.
- 2.2. Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).
- 2.3. Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.
- 2.4. This is outlined in:
- Section 42B of the [Education Act 1997](#)
 - [Education and Skills Act 2008](#)
 - [The School Information \(England\) Regulations 2008](#)
 - The [Skills and Post-16 Education Act 2022](#)
 - Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).
- 2.5. This policy shows how the trust complies with these requirements across our schools.

3. Pupil entitlement

- 3.1. All pupils in years 8 to 13 at Bridgnorth Endowed 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, eg workshops, assemblies, visits and work experience
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

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

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

3.4 Bridgnorth Endowed School complies with section 3.1 by:

- Delivering a structured, impartial careers programme
- Providing access to a broad range of academic and technical pathways
- Facilitating direct engagement with local education and training providers
- Supporting pupils through application processes
- Guaranteeing at least six meaningful provider encounters across Years 8–11

This ensures all pupils are well-informed, prepared for transition points, and able to make confident, informed choices about their future education and training.

3.4. 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
- 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

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

- 2 encounters with education and training providers
- 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

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

- 2 encounters with education and training providers
- Pupils can choose to attend
- Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

Meaningful encounters with providers

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

3.8. 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

4. Management of provider access requests

Procedure

4.1. At Bridgnorth Endowed School a provider wishing to request access should contact the member of staff listed below who is responsible for managing access opportunities to identify the most suitable opportunity.

- A provider wishing to request access should contact Deana Edwards Careers Officer
- Telephone: 01746 762103
- Email: deana.edwards@bes.318education.co.uk

Information we ask from providers

4.2. 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

Opportunities for access

4.3. At Bridgnorth Endowed School 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:

4.4. In the following table:

- Outline examples of the opportunities provided for training and education providers to speak to pupils and/or their parents/carers. Here it's best for the named school adopting the policy to fill in the details
- Set out the times at which access will be given

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	RAF Cadet Assembly	BAE Workshop	Shrewsbury College Introduction to College Assembly

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	PSHE Unifrog Careers Lessons	Options Evening	Futures Career Workshop Shrewsbury School
YEAR 10	Bridgnorth Aluminium Engineering Tour	Careers Fair Telford International Centre	Work Experience
YEAR 11	Shrewsbury College Principal Assembly	Careers Day	Application Workshop
YEAR 12			
YEAR 13			

Live online encounters

4.8 Adapt this section to reflect whether your school accepts live online encounters.

4.9 We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

Granting and refusing provider access requests

4.10 Each access request will be considered on a case-by-case basis.

4.11 We will grant access requests where there is opportunity for a positive contribution to our careers programme.

Safeguarding

4.12 Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. You can find the policy at [Our Trust - The 3-18 Education Trust](#)

4.13 Education and training providers will be expected to adhere to this policy.

Premises and facilities

4.14 Adapt this section to reflect what your school can offer.

4.15 We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

4.16 Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Officer

4.17 Providers will be met and supervised by a member of staff who will facilitate their visit.

5. Working with parents and carers

5.1. We aim to involve parents and carers in our careers programme and welcome your attendance at encounters with providers in school. We will email parents with details of any careers events

5.2. If you would like to speak to the school about encounters with providers, please contact the Careers Officer deana.edwards@bes.318education.co.uk

5.3. We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

5.4 We use Microsoft forms to collate any feedback from parents or carers

6. Previous providers

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

6.2 The Marches, In-Comm, Bridgnorth Aluminium, RAF, Army, West Mercia Police, Shrewsbury College, Telford College, Kidderminster College, King Edwards V1 College

7. Pupil destinations

7.1.1. Last year, our year 11 pupils moved to a range of providers after school:

7.1.2. Shrewsbury College, Telford College, King Edwards V1 College, Kidderminster College, Thomas Telford.

8. Complaints

8.1. Any complaints related to provider access can be raised following the school complaints procedure [T3ET-Complaints-Policy-Autumn-2024.pdf](#)

9. Links to other policies

9.1. Outline any links to other policies you have, such as:

9.1.1. Safeguarding/child protection policy

9.1.2. Complaints policy

9.1.3. Equality and diversity policy

9.1.4. SEND policy