



BOTTISHAM VILLAGE COLLEGE

PROVIDER ACCESS POLICY

THIS POLICY WAS APPROVED:	SUMMER 2025
THIS POLICY WILL BE REVIEWED:	SUMMER 2027
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	CAREERS LEAD

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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.

Student entitlement

All pupils 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;
- To 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;
- To understand how to make applications for the full range of academic and technical courses.

Bottisham Village College seek to provide access for pupils in years 7-11, integral to our careers programme.

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Careers Leader. Email:

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. The programme outlined below illustrates the range of activities students currently undertake and is reviewed annually, to ensure breath of provision.

	Spring Term	Summer Term	Autumn Term
Year 7	Living in the Wider World (PSHE) Bespoke Career Talks National Apprenticeship Week National Careers Week Assemblies	Wider World - Finance and my place in the world (PSHE) Team Building Skills (PSHE) Bespoke Career Talks Assemblies	Good mental and physical health (PSHE) Bespoke Career Talks Assemblies

Year 8	<p>Discrimination, Prejudice and Challenges (PSHE)</p> <p>Prejudice, values, extremism and cults (PSHE)</p> <p>Bespoke Career Talks</p> <p>National Apprenticeship Week</p> <p>National Careers Week</p> <p>Assemblies</p>	<p>Careers and Finance (PSHE)</p> <p>Team Building Skills (PSHE)</p> <p>Bespoke Career Talks</p> <p>Assemblies</p>	<p>My Goals. Behaviour, Emotions (PSHE)</p> <p>Assemblies</p>
Year 9	<p>Preparing for the wider world - careers and enterprise (PSHE)</p> <p>Sex, Relationships and Conflict (PSHE)</p> <p>KS4 Options launch to include: assemblies and tutor time activities</p> <p>Bespoke Career Talks</p> <p>KS4 Options Parents Evening</p> <p>KS4 options guidance interviews</p> <p>Options interviews with Career Guidance Counsellor</p> <p>National Apprenticeship Week</p> <p>National Careers Week</p> <p>Assemblies</p>	<p>Our Health and Personal Safety (PSHE)</p> <p>Healthy Relationships with Ourselves and Others (PSHE)</p> <p>Take Your Child to Work Day</p> <p>Bespoke Career Talks</p> <p>Assemblies</p>	<p>Achieving with Good Mental Health (PSHE)</p> <p>Preparing for the Wider World (PSHE)</p> <p>Bespoke Career Talks Assemblies</p>

Year 10	Healthy Relationships with ourselves and Others (PSHE) Achieving with Good Mental Health (PSHE) Post-16 Guidance Interviews with Career Guidance Counsellor Ely Skills Fair National Apprenticeship Week National Careers Week Assemblies	Preparation for Work Experience Work Experience Post-16 Options Activities Bespoke Career Talks Post-16 Guidance Interviews with Career Guidance Counsellor Work Experience Assemblies	Healthy Relationships with ourselves and Others (PSHE) Rights and Responsibilities (PSHE) Bespoke Career Talks Assemblies
Year 11	Preparation for Mock Interviews Mock Interview Day National Apprenticeship Week Apprenticeship Sessions National Careers Week Assemblies	Assemblies	CV Writing Sessions Personal Statement Sessions Post 16 Evening Post 16 Taster Sessions Bespoke Career Talks Post-16 Guidance Interviews with Career Guidance Counsellor Assemblies

Please speak to our Careers Leader to identify the most suitable opportunity for you.

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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed upon in advance of the visit with the Careers Leader or a member of their team.

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

Resource Centre is available to all students at lunch and break times.