BOTTISHAM VILLAGE COLLEGE

PROVIDER ACCESS POLICY

THIS POLICY WAS APPROVED:	SUMMER 2026
THIS POLICY WILL BE REVIEWED:	SUMMER 2028
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	CAREERS LEAD

Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing access to students by education and training providers for the purpose of giving them information about their education or training opportunities. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Bottisham Village College is committed to providing all students with a broad, balanced and impartial careers programme to help them make informed decisions about their future.

As an 11–16 school, this policy relates to students in Years 8–11

Student entitlement

All students in Years 8–11 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information about the full range of education and training options available.
- Hear from a range of local and national providers about the opportunities they offer, including technical education, vocational qualifications and apprenticeships.
- Understand the qualifications, entry requirements and application processes involved in different pathways.
- Learn about what studying or training with a provider is like and the careers these opportunities can lead to.
- Access information and guidance to help them make informed decisions about their next steps.

The school will provide meaningful opportunities for students to meet providers, ask questions and explore the different pathways available after Year 11.

Management of provider access requests

Procedure

A provider wishing to request access, at Bottisham Village College, should contact:

Emma Matthews-King, Careers Leader
Email: ematthewsking@bottishamvc.org

Requests should be made as early as possible and should include details of the organisation, the opportunities being offered, the intended year groups, the proposed activity and any specific requirements.

All requests will be considered in relation to:

- The needs and interests of students.
- The relevance of the proposed opportunity.
- The school's existing careers programme and planned activities.
- Staffing and facilities availability.
- Safeguarding requirements.
- Timetable commitments and potential disruption to learning.

The school aims to provide a balanced range of provider encounters and reserves the right to decline or postpone requests where necessary.

Opportunities for access

A number of events, integrated into the school's annual careers programme, provide opportunities for education and training providers to meet students.

These include:

Autumn term	Careers Fair, careers assemblies and employer encounters within the curriculum, Post 16 evening
Spring term	National Apprenticeship Week, apprenticeship provider talks, Career Carousel and options-related activities
Summer term	College taster days, further education guidance and curriculum-based careers activities

In addition, providers may be invited to contribute to PSHE lessons, tutor sessions, workshops, enrichment activities and other careers events throughout the year.

The school also provides careers learning across the curriculum, with opportunities for employers and providers to contribute to relevant subject-based activities.

Please contact the Careers Leader to identify the most suitable opportunity for your organisation.

Premises and facilities

The school will make suitable facilities available for provider encounters, as appropriate to the activity. These may include the main hall, classrooms or private meeting rooms.

Audio-visual equipment, presentation facilities and internet access may also be made available to support provider presentations and activities.

Specific requirements should be discussed and agreed in advance with the Careers Leader.

Providers may also be able to leave prospectuses or other relevant course information for students, subject to agreement with the school.

Safeguarding

All providers visiting Bottisham Village College must comply with the school's safeguarding and visitor procedures.

Providers will be expected to follow visitor sign-in arrangements, provide appropriate identification and comply with all relevant safeguarding instructions and school policies.

The school reserves the right to refuse or withdraw access where safeguarding or suitability concerns arise.

Quality and impartiality

The purpose of provider encounters is to help students make informed decisions about their future.

Providers are expected to provide accurate and up-to-date information and give students opportunities to ask questions.

The school will seek to ensure that students receive information about a broad range of academic, technical, vocational and apprenticeship pathways.

The needs of students with SEND, disadvantaged students and other students requiring additional support will be considered to help ensure equitable access to careers opportunities.

The school will gather feedback from students, providers and staff to evaluate encounters and inform future careers provision.