



Mount St Joseph High School

**Careers, Impartial Advice and Guidance
PROVIDER ACCESS POLICY**

Reviewed: March 2025

Next review: March 2026

Introduction

This policy statement sets out Mount St Joseph'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. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in years 8 to 13 are entitled:

- To find out about technical education qualifications and apprenticeship 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, including:
 - Bolton College
 - Bolton Sixth Form
 - Runshaw College
 - Wigan & Leigh College
 - Bury College
 - Salford Colleges
 - Ask Apprenticeships
 - Alliance Learning
 - Myerscough College

About the opportunities they offer, including technical education and apprenticeships, through options evenings, assemblies, taster events and Careers fairs.

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

All pupils in years 10 and 11 will have at least one face to face careers interview with a Careers Advisor (Caroline Seddon – Connexions)

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase (year 7 to 9)' and two encounters for students during the 'second key phase' (year 10 to 11).

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
- Answer any questions from students

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. We include meaningful online engagement as an option.

Previous Providers

In previous terms/years we have had an extensive range of providers in school some of which include :

- Bolton College
- Bolton Sixth Form
- Runshaw College
- Wigan & Leigh College
- Bury College
- Salford Colleges
- Ask Apprenticeships
- Alliance Learning
- Myerscough College
- GM Higher
- Bolton University
- Manchester University
- Salford University

Destinations of our pupils

Last year our year 11 pupils moved to a range of providers in the local area after school :

Bolton Institutions	95
Bolton College	44
Bolton Sixth Form College	48
Rumworth School	1
Turton School	1
UCS - University Collegiate School	1
Greater Manchester Institutions	35
Bury College	11
Holy Cross College	1
Salford City College - City Campus	1
Salford City College - Eccles Campus	2
Salford City College - Pendleton Campus	2
TMP College	1
Wigan and Leigh College	15
Xaverian College	2
Outside Greater Manchester	33
Runshaw College	32
Stanmore College	1

Further we had, 4 students undertake workbased learning, 8 take full time employment and 1 part-time employment.

Management of provider access requests

Procedure

A provider wishing to request access should contact our Careers Coordinator, Mrs Simpson, or our Careers Leader, Mrs Morris.

Gill Morris, Assistant Headteacher

01204 391800

gmorris@msj.stoccat.org.uk

Debra Simpson, Careers Coordinator

01204 391800

dsimpson@msj.stoccat.org.uk

Opportunities for Access

The school welcomes input into our careers provision from employers, employees, Universities, Apprenticeship and Further education providers. Our connections include former students, parents, and local employers and providers, and we are keen to widen this participation.

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. These include, but are not exclusive to:

- Annual careers enrichment week in February that incorporates a Careers & Aspirations Fair for Year 9
- Year 11 Mock Interviews
- Year 10 Work Experience week
- Regular assemblies to a specific year group or mix of year groups on apprenticeships; vocational courses, A-level options
- Parental events including parents' evenings and options evening from Year 9 onwards
- Virtual employer presentations
- Inspirational Talks to large year groups
- Mentoring sessions with small groups of students
- Subject / Career based masterclasses and workshops

Outside agencies are also invited to support the curriculum in all subject areas. Some examples include the building trade supporting in maths such as angles and measurements; a law company working with the English department on persuasive writing or a local museum bringing artifacts into history classes to discuss their importance.

Whilst external providers are working in the school, they will operate according to (and be subject to) the policies and procedures of the school, for example, with regard to safeguarding, child protection, health and safety and data management.

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

Premises and Facilities

The school will make rooms and presentation resources available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV or equipment to support provider presentations. This will 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 literature in the library to be made available in the careers resource section. This resource is available to students before, during, and after school.

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