

Thriftwood School & College Provider Access Policy (2025)

Including Careers Education, Information, Advice and Guidance (CEIAG)

1. Introduction

This Provider Access Policy sets out the arrangements for managing requests from external providers of education, training, technical qualifications, apprenticeships and careers opportunities who wish to engage with students at Thriftwood School and Thriftwood College.

The policy reflects the statutory requirements set out in:

- Careers Guidance and Access for Education and Training Providers (DfE, updated 2023–2025)
- Skills and Post-16 Education Act (2022) – Provider Access Legislation (PAL)
- The updated Gatsby Benchmarks (2025)

Thriftwood is committed to providing a comprehensive, stable and inclusive careers programme.

2. Careers Leadership

Thriftwood has a designated Careers Team responsible for:

- Planning and quality assurance
- Coordinating external provider access
- Ensuring PAL compliance
- Monitoring using Compass+ and destination data

Careers Leads:

- Jools Butcher (College site)
- Bethany Scott (School site)

3. Our Careers Programme

The programme is designed to meet the needs of our learners whilst also complying with updated Gatsby Benchmarks, including:

1. Whole-school strategic approach
2. Careers in the curriculum
3. Labour-market information
4. Tailored SEND support

5. Employer encounters
6. Experiences of workplaces
7. Encounters with further, higher and technical providers
8. Careers Fairs and Information sessions
9. Personal guidance

4. Legal Requirement: Provider Access Legislation (PAL)

Thriftwood aims to provide six encounters across Years 8–13:

Key Stage 3:

- Two (mandatory) provider encounters

Key Stage 4:

- Two (mandatory) encounters

Key Stage 5:

- Two encounters (attendance optional)

All encounters occur during normal school hours.

5. Meaningful Employer & Workplace Encounters

Thriftwood will:

- Provide at least one employer encounter per year
- Ensure multiple workplace experiences by age 16 and one further by age 18
- Provide SEND-adapted experiences

Examples of Provider Access requests may include: workplace visits, mentoring, guest speakers, taster sessions, enterprise competitions, careers fairs and other activities that arise that we believe are appropriate for our learners.

6. Access Requests from External Providers

Requests must be in writing and must include:

- Provider details, including a designated representative who will serve as point of contact
- Purpose and outcomes of the visit
- Year groups that the request involves
- Dates/times of the activity

- Resource requirements

Thriftwood will aim to respond within 10 working days.

7. Granting Access

Decisions around granting external professionals and bodies access to learners and learner information that are made at both sites will consider:

- Safeguarding
- Relevance to curriculum
- Legal requirements
- Staff/room availability
- Scheduling

8. Facilities for Providers

Thriftwood may provide:

- Classrooms
- Assembly spaces
- ICT access
- Staff supervision

9. Safeguarding

All providers must:

- Comply with Safeguarding Policy
- Provide ID and DBS where needed
- Sign in/out
- Wear ID badges
- Comply with Digital safety and compliance requirements

10. Monitoring & Evaluation

Thriftwood uses:

- Feedback (verbal and written)

- Destination data
- Compass+
- Annual self-assessment
- Governor oversight

11. Contact Information

To submit a provider access request please contact the Careers Team

Thriftwood College

Fox Crescent, Chelmsford, CM1 2BN

01245 262799

admin@thriftwoodcollege.com

Thriftwood School

Slade's Lane, Chelmsford, CM2 8RW

01245 266880

admin@thriftwoodschool.com

Policy Review

Reviewed annually or when guidance changes.

Approved by the Governing Body and published online.

By implementing and adhering to this Provider Access Policy and Comprehensive Careers Guidance, Thriftwood is committed to providing a comprehensive and diverse range of specialist education opportunities and career guidance to its students, in line with the Department for Education's statutory guidance for careers guidance provision for young people in schools in the United Kingdom.