



*Saint Joseph's*  
CATHOLIC SCHOOL

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# **Provider Access Policy**

Version 4.0 – January 2026

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP1 1QY



## Success Criteria:

### Context/Aim:

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

## Monitoring Procedures:

|  |                            |   |
|--|----------------------------|---|
| <b>By Whom:</b><br>Governors' Pastoral Committee | <b>When:</b><br>Biannually | <b>How:</b><br>Reports to the Pastoral Committee of Governors |
|--|----------------------------|---|

## Evaluation:

|   |                            |   |
|---|----------------------------|---|
| <b>By Whom:</b><br>Headteacher and Careers Adviser, Careers Leader, and Careers Coordinator | <b>When:</b><br>Biannually | <b>How:</b><br>Careers Adviser, Careers Leader, and Careers Coordinator to review provision |
|---|----------------------------|---|

## Revision History:

| Version | Approved and Ratified | Review Date    | Additional Notes |
|---------|-----------------------|----------------|------------------|
| V 3.0   | September 2023        | September 2025 |                  |
| V 2.0   | September 2022        | September 2023 |                  |
| V 1.0   | September 2018        | September 2019 |                  |

## Vision Statement:

**With God's love and inspiration, we aspire and achieve excellence.**

**Vision:** St. Joseph's aspires to be an exceptional, inclusive Catholic school where every individual feels a **profound sense of belonging and recognises their spiritual gifts**. In a safe, trusting, and respectful environment, everyone can thrive.

The St Joseph's family is dedicated to providing and receiving **outstanding educational opportunities, enabling each member to achieve excellent progress and outcomes** in every aspect of school life to ensure the highest level of academic results. We are committed to nurturing God-given talents and encouraging everyone to reach their full potential, fostering spiritual and moral character development.





## Introduction

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

## Pupils' Entitlement

Pupils in Years 8 -11 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during 'first key phase' (Years 8 to 9) and two encounters for pupils 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 (including the opportunity to meet staff and pupils from the provider)
- Answer questions from pupils.

## 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 using the [Making it meaningful encounters checklist](#).

Meaningful online engagement is also an option, and we are open to providers who are able to provide live online engagement with our pupils.





## Previous Providers

In previous years we have invited the following providers to speak to our pupils:

### **Partnerships with local employers, 14-19 providers in both education and training:**

Andover College, Wiltshire Council, Careers and Enterprise Company, Carnival Uk Group, Chamber of Commerce, Department for Work and Pensions, Amazing Apprenticeships, STEM, Five Rivers Recruitment, Thales and WON (Wessex Outreach Network), Babcock International.

### **Employers who attended St Joseph's School to support our pupils with Mock Interview Day:**

|   |                                       |
|---|---------------------------------------|
| ABC Networking Ltd                                      | Wiltshire Creative                    |
| Andover/Sparsholt College                               | Motor Vehicle/Sport                   |
| Army Recruitment ACC Salisbury                          | National Citizen Service West         |
| Assistant BTEC Sport Lecturer & Coach Saints Foundation | Neil Prigent – JASHair                |
| Babcock International                                   | Premier Fire Security                 |
| Blue Bee Solutions Bluebird Care                        | Roger Thomas – Art of Training        |
| Catholic Catenians                                      | Rosie Fellows – WIN : Bath University |
| Daniel Rhind-Tutt – Chamber of Commerce                 | Sid Hayden – Avon Protection          |
| DSTL  | Wiltshire College (Salisbury)         |
| Five Rivers Recruitment                                 | Wiltshire Wildlife Trust              |
| WON – (Wessex Outreach Network)                         |                                       |

### **Colleges/6th Forms/FE/HE/Employers who have supported us throughout the years delivering information sessions/workshops to our pupils:**

|  |  |
|--|--|
| Andover College                        | Salisbury 6 <sup>th</sup> Form College |
| ASK                                    | Salisbury Army Careers Centre          |
| Babcock International                  | Salisbury Museum                       |
| Bath Spa University                    | Sarum Academy                          |
| Bishop Wordsworth 6 <sup>th</sup> Form | Solomon Theatre Company                |
| Brockenhurst College                   | South Wilts Grammar School             |
| Burgate 6 <sup>th</sup> Form           | Sparsholt College                      |
| Careers and Enterprise Company         | Sports for Champions UK CIC            |
| Chamber of Commerce                    | The Talent Foundry                     |
| Chelsea FC Foundation                  | Wessex Archaeology                     |
| CSW Enterprise                         | Wessex Inspiration Network (WIN)       |
| Department for Work and Pensions       | Wessex Outreach Network (WON)          |
| Education Business Partnership         | Wiltshire College (Chippenham)         |



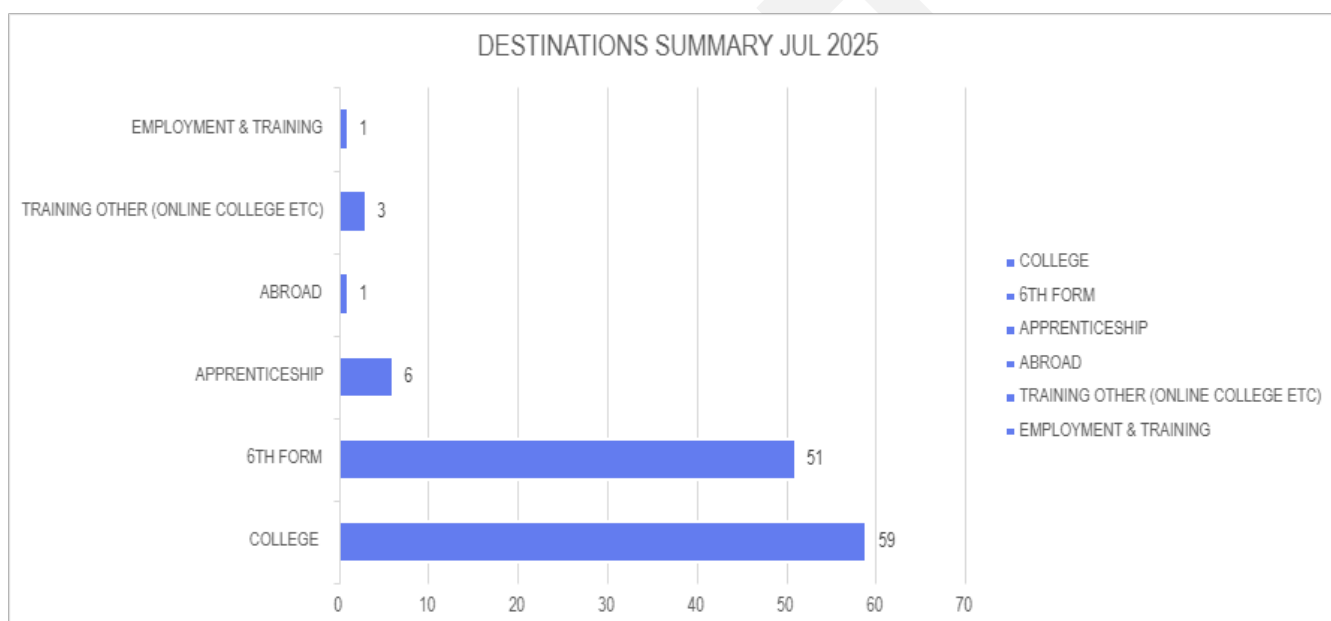


Five Rivers Recruitment  
Oxford University  
Prices Trust  
Risky Business (H&S Training)

Wiltshire College (Salisbury)  
Wiltshire Council  
Winchester University

## Destinations of Our Pupils

In 2025, our year 11 pupils moved to a range of providers after school.



## Management of Provider Access Requests

### Procedure

A provider wishing to request access should contact:

Miss V Gale  
Lead Careers Professional  
Telephone: 01722 335380  
Email: [vgl@sjcs.org.uk](mailto:vgl@sjcs.org.uk)

### Opportunities for access

The school offers several events, integrated into our school careers programme. These offer providers an opportunity to come into school to speak to pupils or their parents or carers.





These take a variety of different forms and are continually developing. Therefore, it is advised that if you are interested in attending, you contact us to determine dates and availability.

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

|        | Autumn Term  | Spring Term  | Summer Term  |
|--------|--|--|--|
| Year 7 | <p>Tutor time “Job of the week” can be substituted for an employer talk, either in person or virtual, as appropriate.</p> <p>CEIAG: Skills &amp; Qualities lessons in PSHE</p>   | <p>Bath Spa University – Exploring HE and alternative options post 18 (Pupil Premium pupils)</p>   | <p>Enrichment talks – some time is available during our afternoon enrichment for students to hear from employers and education/ training providers.</p>  |
| Year 8 | <p>Tutor time “Job of the week” can be substituted for an employer talk, either in person or virtual, as appropriate.</p> <p>Biannual Careers &amp; Progression Fair – stands available for employers and training providers.</p>  | <p>Tutor time “Job of the week” can be substituted for an employer talk, either in person or virtual, as appropriate.</p> <p>Bath Spa University Exploring HE and alternative options post 18 (Pupil Premium pupils)</p>                               | <p>Sparsholt College Futures Event: Exploring FE options</p> <p>CEIAG – exploring Careers in PSHE.</p> <p>Enrichment talks – some time is available during our afternoon enrichment for students to hear from employers and education/ training providers.</p> |
| Year 9 | <p>KS4 Options workshop for pupils to help with decision making for GCSE subjects.</p> <p>KS4 Options Evening for Parents and Pupils 1:1 Guidance Interviews with Year Leader, Senior Leadership Team and School Lead Careers Professional (L6 qualified) upon request</p> <p>Tutor time “Job of the week” can be substituted for an employer talk, either</p> | <p>Bath Spa University Exploring HE and alternative options post 18 (Pupil Premium pupils)</p> <p>Enrichment talks – some time is available during our afternoon enrichment for students to hear from employers and education/ training providers.</p> | <p>Visit to Bath Spa University (Pupil Premium pupils)</p> <p>Tutor time “Job of the week” can be substituted for an employer talk, either in person or virtual, as appropriate.</p>   |





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|         | <p>in person or virtual, as appropriate.</p> <p>Biannual Careers &amp; Progression Fair – stands available for employers and training providers.</p> <p>Work Experience – experiences of the workplace (GB6) activity/workshop.</p>   |   |  |
| Year 10 | <p>Launch of Work Experience</p> <p>Biannual Careers &amp; Progression Fair – stands available for employers and training providers.</p> <p>Tutor time “Job of the week” can be substituted for an employer talk, either in person or virtual, as appropriate.</p>                | <p>Life Skills – work experience preparation sessions</p> <p>PSHE/ Enrichment – World of work preparation workshops: CV’s, cover letters and interview preparation.</p> <p>Mock Interview Day</p> <p>Enrichment talks – some time is available during our afternoon enrichment for students to hear from employers and education/ training providers.</p> | <p>Skills Day at St Joseph’s Exploring different careers inviting in FE/HE, Training providers and local businesses.</p> <p>University</p> <p>Post-16 Visit/taster day at college/ 6<sup>th</sup> form: Wiltshire/Andover/Sparsholt/ S6C FE Colleges</p> <p>Work Experience at various local businesses and school based Work Experience days supported by various employers</p> |
| Year 11 | <p>CEIAG Post-16 assemblies Including options at 16 and individual provider assemblies’ delivery by a variety of local College &amp; 6th Form Providers to Year 11 pupils, including apprenticeship opportunities.</p> <p>Post 16 Options Opportunities for lunchtime stands.</p> | <p>Apprenticeship talk/ workshops - Delivery by Amazing Apprenticeships delivery provider or local college/ independent training provider.</p> <p>Post-16 Lunchtime drop-in support sessions.</p> <p>Tutor time “Job of the week” can be substituted for an employer talk, either</p>   | <p>Post-16 Lunchtime drop-in support sessions.</p> <p>Tutor time “Job of the week” can be substituted for an employer talk, either</p>   |





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|--|---|---|--|
|  | <p>Oxbridge 'Raising Aspirations' workshops.</p> <p>Biannual Careers &amp; Progression Fair – stands available for employers and training providers.</p> <p>Enrichment talks – some time is available during our afternoon enrichment for students to hear from employers and education/training providers.</p> | <p>in person or virtual, as appropriate.</p> <p>Enrichment talks – some time is available during our afternoon enrichment for students to hear from employers and education/training providers.</p> | <p>in person or virtual, as appropriate.</p> |
|--|---|---|--|

Please speak to our Miss Gale to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our pupils.

## Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 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 literature with main reception for the attention of the named Careers Leader, for display within our Careers area of the library. The Careers area is available to all pupils throughout the school day and specifically at lunch and break times.

