



Stubbin Wood School — Provider Access Policy Statement 2025-26

1. Introduction & Purpose

This policy statement sets out Stubbin Wood School's arrangements for managing the access of providers of technical education and apprenticeships to pupils at the school (Years 8–13), in compliance with the Provider Access Legislation (PAL) and the Department for Education's statutory guidance. The aim is to ensure that all pupils have opportunities to hear from a range of education and training providers about technical education, apprenticeships, and other post-16 and post-18 pathways, enabling them to make informed choices. This statement is published as part of our wider careers programme and will be reviewed annually by the Careers Leader and approved by senior leadership / governors.

2. Pupil Entitlement

All pupils in Years 8 to 14 at Stubbin Wood School are entitled to:

- Information about the full range of post-16 and post-19 options, including academic, technical, and apprenticeship pathways.
- At least six encounters with providers of approved technical education qualifications or apprenticeships over their time in school.
- Two provider encounters during the first key phase (Years 8–9) that all pupils must attend.
- Two provider encounters during the second key phase (Years 10–11) that all pupils must attend.
- Two provider encounters during the third key phase (Years 12–14). The school must organise them, but attendance is optional for students.
- All encounters must take place during the normal school day to ensure pupils are not disadvantaged.

3. Meaningful Encounters — Requirements

To comply with PAL, each provider encounter should be meaningful and provide, at a minimum, the following:

1. Information about the provider itself and the technical education qualifications or apprenticeships it offers.
2. Information about the careers to which these qualifications or apprenticeships might



lead.

3. A description of what learning or training with the provider is like.

4. Opportunities for pupils to ask questions of the provider.

Encounters may be in person or live online, so long as they are interactive.

4. Timing, Frequency & Provider Diversity

- The required six encounters are structured across the three key phases.
- Within each key phase, encounters should be with different providers.
- Schools may invite the same provider across different key phases.
- Providers should be invited at times when pupils are available.
- The school should consider providers within reasonable travel distance but may also use virtual links to broaden access.

5. Procedure for Access Requests

Providers wishing to request access should contact:

Name: James Matthews

Position / Role: Careers Leader j.matthews@stubbinwood.teameducation.org

01623 742795 – Stubbin Wood School, Common Ln, Langwith Junction, Shirebrook, Mansfield NG20 8QF.

Requests should ideally be made at least 3 weeks in advance of the proposed date. The school will respond within a reasonable timeframe. When approving access, the school will consider suitability, available space, safeguarding, and logistics. The school reserves the right to refuse access if there are significant conflicts or unresolved safeguarding concerns.

6. Facilities & Support

When a provider is given access, Stubbin Wood School can offer:

- A suitable room or hall for presentations or workshops.
- Access to display or promotional space.
- Audio-visual equipment.
- Access to pupils or groups as agreed.
- Support from school staff to liaise, supervise, or coordinate logistics.



7. Monitoring, Evaluation & Review

Stubbin Wood School will monitor and record provider access encounters, including:

- Date, provider name, year groups involved.
- Type of encounter and whether it met the “meaningful” criteria.
- Pupil attendance and feedback.
- Any follow-up actions or impact measures.

This data will feed into the wider careers programme evaluation, and the policy statement will be reviewed annually.

8. Previous Providers & Pupil Destinations

Here you would list providers who have previously engaged with your school (FE colleges, apprenticeship providers, training organisations, local employers) and recent student destinations to give context and transparency.

9. Complaints / Concerns

If a provider feels that they have been unfairly refused access or that the policy is not being followed, they may raise the matter with the school’s Careers Leader. If unresolved, they may escalate to the school’s senior leadership or governors.

10. Publication & Communication

This Provider Access Policy Statement will be:

- Published on the Stubbin Wood School website.
- Shared with all providers on request.
- Integrated into the overall school careers strategy / policy.

The policy will be reviewed at least annually, or whenever significant changes to PAL or statutory guidance occur.

These are the stakeholders we have had encounters with recently include:

- Chesterfield Football Club
- MSE Hiller
- Direct Education Business Partnership – Future Focus project
- Junction Arts
- Gullivers
- National Video Game Museum
- Chesterfield Royal Hospital
- Bolsover District Council

