

Policy statement on provider access

THE HUB SCHOOL



Policy Owner:	Careers	
Approved by:	Local Governing Board	Date: 09/10/2025
First Adopted:	March 2023	
Last reviewed on:	October 2025	
Next review:	October 2026	

Contents

1. Introduction.....	2
2. Pupil entitlement	2
3. Meaningful provider encounters.....	3
4. Destinations of our pupils	3
5. Management of provider access requests	3
6. Premises and facilities	5
7. Complaints.....	5

The Hub School policy statement on provider access updated October 2025

1. Introduction

This policy statement sets out The Hub school’s arrangements for managing the access of providers to the school for the purpose of giving pupils 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.

2. Pupil entitlement

All pupils in years 8 to 13 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 events, trips and visits, visitors and guest speaks, 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 the ‘first key phase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). *For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.*

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.

3. 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 checklist](#). Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

4. Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after key stage four education:

- Hull College
- East Riding College
- Bishop Burton
- Selby College
- York College
- North Lindsay College
- Vision Motor
- Motorvation
- Orchard Construction

5. Management of provider access requests

Procedure

A provider wishing to request access should contact:

Samantha Tordoff **Email:** tordoffs@erhub.org.uk **Tel:** 01482 304200

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents/ carers.

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

	Autumn Term	Spring Term	Summer Term
Year 8	• Weekly tutor time careers focus • Creative careers month	• Weekly tutor time careers focus • National Careers Week activity • Raising Aspirations day • Meet the apprentice event	• Weekly tutor time careers focus • Employer project
Year 9	• Weekly tutor time careers focus • Digital footprint and future success • Green Careers week	• Weekly tutor time careers focus • National Careers Week activity • Raising Aspirations day • Meet the apprentice event • Careers carousel • Option event and college taster visits	• Weekly tutor time careers focus • Modern work experience encounters
Year 10	• Weekly tutor time careers focus • Exploring personal strengths for employment	• Weekly tutor time careers focus • National Careers Week activity • Raising Aspirations day • Meet the apprentice event • Careers Carousel	• Weekly tutor time careers focus • Work Experience preparation • Work experience • College taster visits
Year 11	• Weekly tutor time careers focus • Employability skills focus • Post 16 planning and next steps • Post 16 application support • Visits to local FE providers	• Weekly tutor time careers focus • National Careers Week activity • Raising Aspirations day • Post 16 Applications • Meet the apprentice event • Careers carousel	• Weekly tutor time careers focus • CV workshops • Mock Interviews • Apprenticeship application support

6. 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.

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

7. 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