



# **Tuition, Medical and Behaviour Support Service**

## **Provider Access Policy**

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**Reviewed:** September 2025

**Next Review:** September 2026

**Governing Committee:** 27 November 2025

**Responsibility:** Lisa Garside

| <b>Contents</b>                           | <b>Page</b> |
|-------------------------------------------|-------------|
| 1. Aims                                   | 3           |
| 2. Statutory Requirements                 | 3           |
| 3. Student entitlement                    | 3           |
| 4. Management of provider access requests | 5           |
| 5. Working with parents and carers        | 7           |
| 6. Previous providers                     | 7           |
| 7. Student destinations                   | 7           |
| 8. Complaints                             | 8           |
| 9. Links to other policies                | 8           |
| 10. Monitoring                            | 8           |

## 1. Aims

At TMBSS we aim to provide all students from year 8 to 11 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our Service's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access.
- The grounds for granting and refusing requests for access.
- Details of premises or facilities to be provided to a provider who is given access.

As a Service we aim to:

- Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships.
- Support students in learning more about opportunities for education and training outside of the Service, before they make crucial choices about their future options.
- Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training).

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- [The Skills and Post-16 Education Act 2022](#)
- Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

This policy shows how our Service complies with these requirements.

## 3. Student entitlement

All students in years 8 to 11 at TMBSS are entitled to:

- Find out about further education training, technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point.

- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through visits to the Centres to share information in presentations, students visiting local providers and other forms of information sharing.
- Understand how to make applications for the full range of academic and technical courses.
- Have a minimum of 4 encounters with providers.

These encounters must happen for a reasonable period of time during the standard Service day.

As a Service we offer our students the encounters set out above, in line with the requirements. For some students we make adjustments to the way they access their entitlement, to meet their individual needs and remove barriers that could otherwise prevent them from accessing information.

Access to providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. We are committed to encouraging all students to make decisions about their future based on impartial information.

## **Students in Year 8 and 9**

All students in these year groups are offered:

- 2 encounters with education and training providers
  - All students have an opportunity to attend.
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9.

## **Students in Year 10 and 11**

All students in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
  - All students have an opportunity to attend.
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11.

### **3.1 Meaningful encounters with providers**

Our Service is committed to providing meaningful encounters that are appropriate and meet the needs for all students.

A meaningful encounter:

- Is where the student can explore what it is like to learn, develop and succeed in that environment.
- Involves meeting both staff and learners/trainees.
- Has a clear purpose.
- Is underpinned by learning outcomes that are appropriate to the needs of the student.
- Involves a 2-way interaction between the students and the provider.
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like.

Is followed by opportunities for the students to reflect on the insights, knowledge or skills gained through the encounter.

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact:

Gemma Parkes - Careers Guidance Manager,  
Telephone: 07890642674  
Email: [Parkes.G@tmbss-shropshire.org.uk](mailto:Parkes.G@tmbss-shropshire.org.uk)

A member of the TMBSS careers team will work closely with the provider, in order to arrange an encounter within the TMBSS education centres, to speak with students and/or their parents/carers.

### 4.2 Information we ask from providers

As a Service we ask each provider to provide the following information for our students:

Information about your provision and the approved qualifications or apprenticeships you offer.

Information about what careers those qualifications and apprenticeships can lead to.

What learning or training with you is like.

Answers to any questions from students.

### 4.3 Opportunities for access

Access to our students will be granted where it can be agreed that the provider matches the needs of our students and that we can accommodate your request in terms of scheduling and space.

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into centre to speak to students and/or their parents/carers.

Please speak to our Careers advisor Gemma Parkes to identify the most suitable opportunity for you.

The table below outlines the proposed provider encounters for each of our centres:

| Key Stage 3 |                    |                       |                   |
|-------------|--------------------|-----------------------|-------------------|
| Centre      | *FE Provider 1     | *FE Provider 2        | Training Provider |
| Sundorne    | Shrewsbury College | *NSC Walford          | Nova Training     |
| Bridgnorth  | *NSC Hereford      | Kidderminster College | Juniper Training  |
| Oswestry    | *NSC Oswestry      | Shrewsbury College    | Crossbar Training |
| Hook a Gate | Shrewsbury College | *NSC Walford          | Nova Training     |
| Ludlow      | *NSC Ludlow        | *NSC Hereford         | Landau Training   |
| Outreach    | Shrewsbury College | *NSC Walford          | Landau Training   |

| <b>Key Stage 4</b> |                       |                       |                          |                                |                          |
|--------------------|-----------------------|-----------------------|--------------------------|--------------------------------|--------------------------|
| <b>Centre</b>      | <b>*FE Provider 1</b> | <b>*FE Provider 2</b> | <b>*HE Provider</b>      | <b>Apprenticeship Provider</b> | <b>Training Provider</b> |
| Sundorne           | Shrewsbury College    | *NSC Walford          | Shrewsbury College HE    | ASK Apprenticeships            | Nova Training            |
| Bridgnorth         | *NSC Hereford         | Kidderminster College | Wolverhampton University | ASK Apprenticeships            | Juniper Training         |
| Oswestry           | *NSC Oswestry         | Shrewsbury College    | Glyndwr University       | ASK Apprenticeships            | Crossbar Training        |
| Hook a Gate        | Shrewsbury College    | *NSC Walford          | Harper Adams University  | ASK Apprenticeships            | Nova Training            |
| Ludlow             | *NSC Ludlow           | *NSC Hereford         | Hereford College of Arts | ASK Apprenticeships            | Landau Training          |
| Outreach           | Shrewsbury College    | *NSC Walford          | Shrewsbury College HE    | ASK Apprenticeships            | Landau Training          |

\*FE = Further Education

\*HE = Higher Education

\*NSC = North Shropshire College

#### **4.4 Live online encounters**

We will consider requests for live online encounters with providers, which may be broadcast into classrooms. We will need to carry out technology checks in advance to make sure systems are compatible.

#### **4.5 Granting and refusing provider access requests**

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

#### **4.6 Safeguarding**

Our safeguarding/child protection policy outlines the TMBSS procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

You can find the policy on the TMBSS website.

#### **4.7 Premises and facilities**

The Education Centres will make classrooms available for discussions between the provider and students, as appropriate to the activity. The Education Centre will also make available smart boards and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader, Careers Advisor and Centre Manager. Providers will be met and supervised by a member of staff who will facilitate their visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at our education centres and these will be made available to all students at lunch and break times.

## **5. Working with parents and carers**

A number of events, integrated into the TMBSS careers programme, will offer providers an opportunity to speak to students and/or their parents/carers:

If you would like to speak to the centre about encounters with providers, please contact Gemma Parkes our Careers advisor on Telephone:07890642674  
Email: [Parkes.G@tmbss-shropshire.org.uk](mailto:Parkes.G@tmbss-shropshire.org.uk)

We also welcome feedback from parents and carers to help improve our offer of encounters with providers. We conduct an annual survey to obtain feedback from our parents and carers.

## **6. Previous providers**

In previous years we have invited the following providers from the local area to speak to our students:

- Shrewsbury College
- Telford College
- NSC Ludlow
- NSC Oswestry
- NSC Walford
- NSC Hereford
- Kidderminster College
- Wolverhampton University
- Glyndwr University
- Harper Adams University
- Hereford College of Arts

## **7. Student destinations**

Following Gatsby benchmark 3, we collect and maintain accurate data for each student on their education, training or employment destinations, for at least three years after they leave the Service. Last year, our Year 11 students moved to a range of providers in the local area after leaving TMBSS:

Colleges/Post-16 Training Providers/Specialist Provisions:

- Shrewsbury College
- Kidderminster College
- NSC Walford
- NSC Oswestry
- NSC Hereford
- Telford College
- Derwen College Ludlow
- Bettws Lifehouse
- Reach for Inclusion
- Nova Training
- Renu Training
- Shrewsbury Town FC
- Shropshire Adventure Academy

## Areas of Employment/Apprenticeships:

- Building/Maintenance
- Landscaping
- Mechanics

## 8. Complaints

Any complaints with regards to provider access can be raised following the centre complaints procedure or directly with the career's advisor: Parkes.G@tmbss-shropshire.org.uk.

## 9. Links to other policies

Safeguarding/child protection policy

Careers guidance policy

Teaching and Learning policy

Complaints policy

Equality and diversity policy

SEND policy

## 10. Monitoring arrangements

Our Services' arrangements for managing the access of education and training providers to students are monitored by Dr. Lisa Garside.

This policy will be reviewed by Dr. Lisa Garside annually and approved by the governing body at every review.