



Provider Access Policy

Ratified by SLT:	
Signature:	
Date:	

Committee Responsible:	
Author:	Mark Fletcher
Date of Review:	23/06/2023
Date to be Reviewed:	Annually
Version Number:	

Version	Date	Comments	Author
01		Minor amendments to activities and text. Reference made to the updated DfE Careers Guidance document from July 2021.	
02		Updated to reflect the changes in legislation outlined in the Skills and Post-16 Education Act 2022.	
03			

Introduction

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

This policy statement sets out Samuel King's School's arrangements for managing the access of providers to every student in Years 7–11 to discuss both academic and non-academic routes that are available to them as part of a holistic careers programme enabling all our students to make an informed choice about their post 16 provision. This complies with the school's legal obligations under section 42B of the Education Act 1997. This is also measured regularly against the careers standards of the Gatsby benchmarks using a Compass Assessment framework and evaluation with students, teachers and SLT as part of a progressive careers programme.

Samuel King's School proactively seeks to build relationships with 6th form schools, colleges, apprenticeship providers, universities and employers as we plan our careers programme and activities throughout the school year to ensure all our students have access to the most current and up to date careers information at key transition points.

Student Entitlement

All student in Years 8-13 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;
- hear from a range of local providers about the opportunities they offer about approved technical education and apprenticeships; and
- understand how to make applications for technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students 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 students 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 students

Meaningful Provider Encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students.

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

Management of Provider Access Requests

PROCEDURE

A provider wishing to request access should contact – Mark Fletcher: mfletcher@alston.cumbria.sch.uk

OPPORTUNITIES FOR ACCESS

All formal requests should be emailed at least 4 weeks in advance of an expected date for the planned session. In the first instance, requests by providers should be sent to the school office at office@alston.cumbria.sch.uk and should include:

- the proposed format, timings and duration of the planned session.
- the number of staff from the provider's organisation who propose to visit.
- any support requirements needed from the school.

Any provider wishing to access or provide IAG to our students as part of our careers programme will be supported by our teaching staff throughout their visit and never left unattended. Venues will be allocated appropriate to the activity, and we will make available appropriate resources to support provider presentations, which will be discussed and agreed in advance to ensure material meets our quality assurances and security measures.

All visitors must be familiar to and adhere to the School's Safeguarding and Child Protection Policy.

All requests will be given due consideration from our Headteacher and Senior Leadership. Requests will be considered against:

- clashes with other planned activities or visits.
- interruption to preparation for public or internal examinations.
- availability of school staff, space and resources to host the session.

The Headteacher may refuse a request if it would be likely to be detrimental to the safety or wellbeing of pupils or staff, or if granting the request would be likely to bring the school into disrepute.

The school offers the six provider encounters **required by law** 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 students or their parents or carers.

Please speak to the careers lead with responsibility for careers co-ordination, to identify the most suitable opportunity for you.

Year Group	Opportunities
7	<ul style="list-style-type: none"> • Careers conversations within subject lessons • Employer talks on a Tuesday • Discussing careers • Careers conversations with people you admire. • BBC The Nine to Five with Stacey Dooley • Where would your favourite subjects take you? • Future Skills Questionnaire • Researching and completing job presentation in PSHE • What are my Post-16 and post-18 options?
8	<ul style="list-style-type: none"> • Careers conversations within subject lessons • Employer talks • Career paths vary. • What does success mean? • What are skills(competencies)? • Why are skills important? • What 'Choices' can be made. • Making informed 'Choices' for Year 9 • Labour Market Information • How to find a job • Gender stereotypes • Careers in Health and Social Care • My digital footprint
9	<ul style="list-style-type: none"> • Labour Market Information • Future skills. • Values • Careers conversations within subject lessons • Careers conversations in subjects for example Maths - Budgeting, Business Studies - Marketing, • languages - My future • Preparing for GCSE options • Research careers and personality types • What option choices can be made?

	<ul style="list-style-type: none"> • Making informed option choices
10	<ul style="list-style-type: none"> • Careers conversations within subject lessons for example - Science - How does science link to the world of work? Business Studies - Enterprise and Partnership. • Explore work experience options, start making contact. • Careers conversations within subject lessons for example: English - How writers engage their audience and express their messages. • Preparing for an interview, CV workshop, preparing for an interview and interview techniques. • Mock interviews. • Careers Fair. • What employers want • Personal Branding • My digital footprint • University trip • Post 16 provider visits. • Careers conversations within subject lessons. • What are my future options? • T-Levels and Apprenticeships • A Levels and BTECs • Equality of Disabled Access in the Workplace • Work experience week.
11	<ul style="list-style-type: none"> • Career pathways and destinations • Careers conversations within subject lessons for example English - writing CVs and covering letters, PE - Sports Leadership • 1:1 interview with KS4 leader • Post-16 options • The world of work and interview skills • Interview and CV preparation. Local business ambassadors. • Careers session and 1:1 interview with an independent Level 6 Careers Advisor. • Apprenticeships • T-Levels • National Citizen Service (https://wearencs.com/) • Mock interviews with employers. • Careers Fair to meet post 16 providers. • Destinations snapshot survey • NCS • Students can still book careers appointments with Careers Lead, after their exams. • Careers guidance will be available at school on GCSE Results Day to talk to students and parents. Alumni Survey

Once an opportunity has been identified and confirmed, the careers lead with responsibility for careers co-ordination, or a member of their team, will then brief the person(s) visiting school, about any necessary safeguarding procedures, prior to the visit.

Premises and Facilities

The school will make the main hall, classrooms or other suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the careers lead with responsibility for careers co-ordination 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, as long as students have the opportunity to ask questions within the session.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Information regarding our destination data and providers we have worked with recently is available on request. ([Careers | Alston Moor Federation](#))

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