



**KINGSTONE ACADEMY TRUST  
APPROVED POLICY DOCUMENT**

**Provider Access Policy Statement - Careers**

<b>Relevant School/s:</b>	<b>KHS</b>
<b>Policy Officer:</b>	<b>Lee Butler – Careers Leader</b>
<b>Approval:</b>	<b>Delegated</b>
<b>Date of Review:</b>	<b>December 2022</b>
<b>Next Review:</b>	<b>December 2023 (or in light of legislative change)</b>
<b>Distribution:</b>	<b>Public, on website</b>

## 1. Aims

This policy statement aims to set out our school'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 person who is given access

## 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 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

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](#).

This policy shows how our school complies with these requirements.

## 3. Student entitlement

All students in years 7 to 11 at Kingstone High School are entitled to:

- Find out about 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, e.g. through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Mr Lee Butler, Careers Leader and Head of Secondary and/ or Mrs Dee Waters, Careers Advisor

Telephone: 01981 250224

Email: [lbutler@kingstoneacademy.co.uk](mailto:lbutler@kingstoneacademy.co.uk), [dwaters@kingstoneacademy.co.uk](mailto:dwaters@kingstoneacademy.co.uk)

### 4.2 Opportunities for access

The school offers the provider encounters required 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 or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

### 4.3 Careers education plan overview

	<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<b>YEAR 7</b>		National careers week (6 <sup>th</sup> – 11th March)	Money and me – Job exploration and budgets
<b>YEAR 8</b>		National careers week (6 <sup>th</sup> – 11th March)	Enterprise and me
<b>YEAR 9</b>		Networking event with providers and employers Key Stage 4 options event National careers week (6 <sup>th</sup> – 11th March)	Assembly and tutor group opportunities – Work and me, employability skills
<b>YEAR 10</b>	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers Work experience preparation sessions National careers week (6 <sup>th</sup> – 11th March)	Work experience CV writing workshop Post 16 provider taster sessions (3 college taster day) University visit
<b>YEAR 11</b>	Post 16 provider assemblies  University visit – Russell Group	Networking event with providers and employers Post-16 taster sessions (6 <sup>th</sup> Form college) Mock Interviews Apprenticeships – support with applications National careers week (6 <sup>th</sup> – 11th March)	

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

### 4.3 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

#### **4.4 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 Adviser or a member of the support staff 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Room, which is managed by the Careers Adviser.

### **5. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Mr Lee Butler, Careers Leader

This policy will be reviewed by Mr Lee Butler, Careers Leader annually. The policy will be approved by the Board of trustees.