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**THE CAREERS &
ENTERPRISE
COMPANY**

Provider Access Policy

Ratified by SLT:	Sharon Rainey, Headteacher
Signature:	
Date:	21.06.23

Committee Responsible:	SLT
Author:	Ken Pickering, Head of Careers & Aspirations
Date of Review:	June 2023
Date to be Reviewed:	June 2023
Version Number:	2

Version	Date	Comments	Author
01	July 2022	Minor amendments to activities and text. Reference made to the updated DfE Careers Guidance document from July 2021.	RGr
02	June 2023	Updated to reflect the changes in legislation outlined in the Skills and Post-16 Education Act 2022.	KPi
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.

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 apprenticeships¹; 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 Mrs Chantelle Barnes, Headteacher's PA, Telephone: 015394 40814 Email: chantelle.barnes@lakes.cumbria.sch.uk. Mrs Barnes will then liaise with the Head of Careers & Aspirations regarding the request.

OPPORTUNITIES FOR ACCESS

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 contact Mrs Chantelle Barnes at the address above to identify the most suitable opportunity for you.

Year Group	Opportunities
8	Optional lunchtime talks by local and national employers Annual Careers Fair with employers, HE, FE and apprenticeship providers Regular emails home re: open evenings, helpful websites
9	Optional lunchtime talks by local and national employers Annual Careers Fair with employers, HE, FE and apprenticeship providers Regular emails home re: open evenings, helpful websites Assemblies by local training providers eg KC, LMC, Gen2
10	Optional lunchtime talks by local and national employers Annual Careers Fair with employers, HE, FE and apprenticeship providers Regular emails home re: open evenings, helpful websites Assemblies by local training providers eg KC, LMC, Gen2
11	Optional lunchtime talks by local and national employers Annual Careers Fair with employers, HE, FE and apprenticeship providers Regular emails home re: open evenings, helpful websites Assemblies by local training providers eg KC, LMC, Gen2
12	Optional lunchtime talks by local and national employers Annual Careers Fair with employers, HE, FE and apprenticeship providers Regular emails home re: open evenings, helpful websites
13	Optional lunchtime talks by local and national employers Annual Careers Fair with employers, HE, FE and apprenticeship providers Regular emails home re: open evenings, helpful websites Assemblies by local training providers eg KC, LMC, Gen2

Once an opportunity has been identified and confirmed, the Head of Careers & Aspirations 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.

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