



Kirkbie Kendal School Academy Trust

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Member of Staff Responsible for review:	Careers Lead
Governors' Committee/SLT Responsible:	SLT (Regulatory Requirement)
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Change Record		
Version	Date	Description
1.1	SLT 14.11.22 Governors via email 17.11.22 Curric 1.12.22	Minor amendments to activities and text. Reference made to the updated DfE Careers Guidance document from July 2021.
1.2	SLT 05.06.23	Updated to reflect the changes in legislation outlined in the Skills and Post-16 Education Act 2022.
1.3		
1.4		

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"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies and procedures support the Child Protection Policy."

KIRKBIE KENDAL SCHOOL ACADEMY TRUST

PROVIDER ACCESS POLICY (June 2023)

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 students 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 at least 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 at least 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 Ms Jen Donald (Careers Lead) at careers@kksa.co.uk

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

Year Group	Opportunities
8	NHS Careers Assembly. Access to the KKS Careers Padlet which includes up to date careers information & opportunities for students.
9	Siemens Careers Assembly. Access to the KKS Careers Padlet which includes up to date careers information & opportunities for students. Careers Fair supported by local employers, HE, FE and Apprenticeship providers. Afternoon registration careers talks by local employers & education providers.
10	GEN2 Apprenticeship Assembly. Access to the KKS Careers Padlet which includes up to date careers information & opportunities for students. World of Work morning with local employer input. Mock interviews & CV feedback with local employers, HE, FE and Apprenticeship providers. Afternoon registration careers talks by local employers & education providers
11	ASK Apprenticeships Assembly. Access to the KKS Careers Padlet which includes up to date careers information & opportunities for students. BAE Assembly. Careers Fair supported by local employers, HE, FE and Apprenticeship providers. Afternoon registration careers talks by local employers & education providers. Access to ASK Apprenticeships workshop
12	Careers Fair supported by local employers, HE, FE and Apprenticeship providers. Year 12 Mock Interview & CV feedback with local employers/ education providers (implemented 2023). Afternoon registration careers talks by local employers & education providers Newcastle University presentation on UCAS & support writing personal statements. Cambridge, Newcastle and the University of Cumbria Universities & a Scottish University talk on university life & application process. Access to UCAS Discovery HE convention Access to the KKS Careers Padlet which includes up to date careers information & opportunities for students. Access to ASK Apprenticeships workshop
13	Careers Fair supported by local employers, HE, FE and Apprenticeship providers. Afternoon registration careers talks by local employers & education providers. Access to the KKS Careers Padlet which includes up to date careers information & opportunities for students. UCAS presentation ASK Apprenticeships assembly & access to apprenticeship workshop

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 and on the school website:

<https://www.kirkbiekendal.cumbria.sch.uk/our-school/curriculum/careers/> .

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