

## Policy statement on provider access

### Katharine Lady Berkeley's school: Provider Access Policy

#### Introduction

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

#### Pupil entitlement

All pupils in years 8 to 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;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

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

#### Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

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 Chris Bufton, Careers Curriculum Lead, at [cbufton@klbschool.org.uk](mailto:cbufton@klbschool.org.uk) or Helen Isaacs, Work-related Learning Lead, at [hisaacs@klbschool.org.uk](mailto:hisaacs@klbschool.org.uk)

## Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) 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 Chris Bufton or Helen Isaacs to identify the most suitable opportunity for you.

Note that this table does not cover the complete Careers Programme. For this, please see the website. <https://klbschool.org.uk/school-life/careers/>

	Autumn term
Year 7	Enterprise Advisor Assembly Wind-powered vehicles workshop
Year 8	National Careers & Apprenticeship week events <b>Kier workshops including input on apprenticeships</b> <b>Careers day - All local colleges including the UTC to be invited re. KS4 options</b>
Year 9	Careers Convention - A school based evening event where typically about 70 - 80 local businesses, FE & HE providers set up stands and answer questions from students and parents Options assemblies National Careers & Apprenticeship week events Gloucester Airport workshop
Year 10	Careers Convention - see above. Introduction to work experience and work experience preparation sessions National Careers & Apprenticeship week events Careers Adviser assembly on post 16 options. <b>ASK Apprenticeships assembly and Q &amp; A session</b> Local labour market assembly Rotary interviews - Mock interview practice for the whole year group usually aided and assisted by Tyndale Rotary
Year 11	Careers Convention - see above Apprenticeships Workshop <b>Post 16 provider assemblies (2023)</b> Post 16 taster sessions. Post 16 interviews Rotary interviews – catch-up sessions for students who missed out in year 10 Careers interviews Apprenticeships Fair (Ashton Gate) Post 16 evening National Careers & Apprenticeship week events

Year 12	Careers Convention - see above <b>ASK Apprenticeships Assembly</b> UCAS exhibition HE options & alternatives day including talks from ex students. <b>STEM event for girls with Berkeley Green UTC</b> <b>University visit</b>
Year 13	Careers Convention – see above <b>Higher &amp; degree apprenticeships assembly</b> Apprenticeships Fair (Ashton Gate) Careers interviews Interview practice sessions <b>Workshops on applications for HE &amp; higher apprenticeship applications</b>

### **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 Leader 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.

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

### **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](mailto:provideraccess@careersandenterprise.co.uk)

### **Approval and review**

Approved [date] by Trustees at Teaching and Learning Committee

Next review: January 2024

Signed: [name] Chair of Trustees

[name] Head teacher