



Provider Access Policy Statement

LARKMEAD SCHOOL



This document applies to all academies and operations of Cambrian Learning Trust.

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This policy applies to all schools in Cambrian Learning Trust.

Section(s) 4 to 7 are adapted to suit Larkmead School

1. Aims

This policy statement aims to set out the 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

The requirements and entitlements in sections 2 and 3 apply to every school in the trust that provides secondary education. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named school adopting the policy.

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

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our trust complies with these requirements across our schools.

2.1. The 6 encounters schools must offer to all pupils years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)

- All pupils must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

Providers are asked to provide the information above, and allow time during their interaction for students to ask questions.

2.2. Meaningful provider encounters

Each school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at Larkmead School, these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

3. Pupil entitlement

All pupils in years 8 to 13 in The Cambrian Learning Trust 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, 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

Requests for access should be directed to Mrs Claire Christiansen, Careers Leader. Mrs Christiansen may be contacted by telephone or email – cchristiansen@LAR.cambrianLT.org Tel 01235 520 141

4.2. Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

YEAR	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	PDC– assembly and tutor group opportunities Drop in, pop up info stand	PDC– assembly and tutor group opportunities Drop in, pop up info stand KS4 options event	PDC– assembly and tutor group opportunities Drop in, pop up info stand
YEAR 9	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks KS4 options event TBC	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks	No encounters – encounters must have taken place by 28 February Providers may still approach school

	<p>Human Library – speed networking event with providers & employers TBC</p> <p>Meeting with careers adviser</p>	<p>KS4 options event TBC</p> <p>Human Library – speed networking event with providers & employers TBC</p> <p>Meeting with careers adviser</p>	<p>Meeting with careers adviser</p> <p>Launch work experience</p>
YEAR 10	<p>PDC– work experience preparation sessions</p> <p>PDC– assembly and tutor group opportunities</p> <p>Drop in sessions, pop up info stand, industry talks</p> <p>Meeting with careers adviser</p>	<p>PDC– work experience preparation sessions</p> <p>PDC– assembly and tutor group opportunities</p> <p>Drop in sessions, pop up info stand, industry talks</p> <p>Careers Fest visit</p> <p>Meeting with careers adviser</p>	<p>PDC– assembly and tutor group opportunities</p> <p>Drop in sessions, pop up info stand, industry talks</p> <p>Meeting with careers adviser</p>
YEAR 11	<p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Meetings with careers adviser</p> <p>Post-16 applications</p> <p>PDC– assembly and tutor group opportunities</p>	<p>Post-16 interviews</p> <p>Apprenticeships – support with applications</p> <p>PDC– assembly and tutor group opportunities</p> <p>Drop in sessions, pop up info stand, industry talks</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

	Drop in sessions, pop up info stand, industry talks		
YEAR 12	<p>Higher education (HE) & Degree apprenticeships fair TBC</p> <p>Post-18 assembly – apprenticeships</p> <p>PDC– assembly and tutor group opportunities</p> <p>Drop in sessions, pop up info stand, industry talks</p> <p>MAD week Launch</p> <p>Meetings with careers adviser / Careers Lead</p>	<p>Higher education (HE) & Degree apprenticeships fair TBC</p> <p>Drop in sessions, pop up info stand, industry talks</p> <p>PDC– assembly on opportunities at 18</p> <p>Comp studies assembly – apprenticeships</p> <p>Small group sessions: future education, training and employment options</p> <p>MAD week Market Place event</p> <p>MAD week meet your students</p> <p>Meetings with careers adviser / Careers Lead</p>	<p>Higher education (HE) & Degree apprenticeships fair TBC</p> <p>Drop in sessions, pop up info stand, industry talks</p> <p>PDC– assembly on opportunities at 18</p> <p>Comp studies assembly – apprenticeships</p> <p>Small group sessions: future education, training and employment options</p> <p>MAD week</p> <p>Meetings with careers adviser / Careers Lead</p>
YEAR 13	Post-18 assembly – with higher and degree apprenticeship providers	Meetings with careers adviser / Careers Lead	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-18 education and</p>

	Workshops – HE and higher apprenticeship applications	Assembly and small group opportunities – employability skills	training destinations for all pupils
	Meetings with careers adviser / Careers Lead	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks	Meetings with careers adviser / Careers Lead

Please speak to our Mrs Claire Christiansen to identify the most suitable opportunity for you.

4.3. Granting and refusing access

Please speak to Mrs Christiansen to discuss access arrangements.

4.4. 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.

4.5. Premises and facilities

The school will make the main hall, learning resource centre, classrooms, interview room or meeting room available for discussions between the provider and students, 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.

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

5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

- BMW
- Activate Learning College
- Abingdon and Witney College
- ASK Apprenticeships
- Oxfordshire Apprenticeships
- Oxford University
- STFC
- Royal Navy
- Army
- RAF
- Williams F1 Racing
- Brookes University#
- Nursing Cadets

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- Activate Learning
- Abingdon and Witney College
- BCA
- ACE Training

Last year, our year 13 pupils moved to a range of providers in the local area after school:

Including degree apprenticeships, Higher Education and employment in the local area.

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure ([Complaints Procedure](#)) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy

9. Monitoring arrangements

The arrangements for managing the access of education and training providers to pupils is monitored by Claire Christiansen- Careers Lead

This policy will be reviewed annually.

At every review, the policy will be approved by the board of trustees.