

Provider Access Policy



Lunedale Learning Trust

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| Approved by: | F Pearson | Date: Sept 2023 |
| Last reviewed on: | July 2023 | |
| Next review due by: | July 2024 | |

Aims

This policy statement aims to set out the Lunedale Learning Trust'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

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.

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](#), the [Skills and Post-16 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 schools comply with these requirements.

The 6 encounters schools must offer to all pupils in 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

Meaningful provider encounters

Our schools are 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 our schools.

Pupil entitlement

Pupil in years 8-13 are entitled to:

- Find out about technical education qualifications and apprenticeship 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, 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.

LLT 5 ‘Leading the way’ Careers Strategy 2020-2025

Here is the link to our Trust Careers Strategy 2020-2025

Management of provider access requests

Procedure

A provider wishing to request access should contact *Harriet Metcalfe, Careers Administrator*.

Telephone: 015242 71275; Email: careers@qes.org.uk

Opportunities for access

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

We have provided some examples:

| | Autumn Term | Spring Term | Summer Term |
|---------------|--|---|--|
| Year 7 | PD: Aspire and PD+ | | PD: Aspire and PD+ Going to work with their parents July 2024 |
| Year 8 | PD: Aspire and PD+ Assembly, employability skills | Life skills, assembly and tutor group opportunities Visiting professional partners for subjects e.g. Geography BAS discussing career opportunities | PD: Aspire and PD+ Life skills – assembly and tutor group opportunities |
| Year 9 | PD: Aspire and PD+ Employability assembly KS4 Options fair | Start* Job Cluster assembly | No encounters – encounters must have taken place by 28 February |

| | Autumn Term | Spring Term | Summer Term |
|----------------|--|--|---|
| | Career Pathway assemblies | Assembly, 'What do you desire?' Alan Watts | |
| Year 10 | <p>PD: Aspire and PD+</p> <p>Apprenticeship Fair (<i>Networking event with providers and employers</i>) - Oct</p> <p>Working Lunches**</p> | <p>Enterprise Day, Jan</p> <p>PD: Aspire and PD+</p> <p>Visiting professional partners for subjects e.g. Health and Social care, midwife</p> <p>Post-16 technical education options assembly with General Further Education College</p> <p>Working Lunches**</p> <p>Start*</p> | <p>PD: Aspire and PD+</p> <p>World of Work Programme:</p> <ul style="list-style-type: none"> • CV writing • Personal Statements • Work Ready Day - June • Mock Interviews – June • Work Experience – July <p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) – April</p> <p>Meetings with careers adviser</p> <p>Technical/vocational tasters at local college/s, training providers e.g. Hospitality</p> <p>Working Lunches**</p> |
| Year 11 | <p>PD: Aspire and PD+</p> <p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - Oct</p> <p>Careers Fair</p> <p>Year assemblies</p> <p>Life Skills – assembly on opportunities at 16</p> <p>Post-16 provider open evenings</p> | <p>PD: Aspire and PD+</p> <p>Post 16 evening</p> <p>Post 16 taster sessions</p> <p>Meetings with careers adviser</p> <p>Working Lunches**</p> <p>Year assemblies</p> <p>Start*</p> <p>PD: Aspire and PD+</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> <p>Promotion of work experience during summer holiday</p> <p>Working Lunches**</p> |

| | Autumn Term | Spring Term | Summer Term |
|----------------|--|---|---|
| | <p>Post-16 apprenticeships assembly</p> <p>Meetings with careers adviser</p> <p>Post-16 applications</p> <p>Working Lunches**</p> | <p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - April</p> | |
| Year 12 | <p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) – Oct</p> <p>Study Skills session by Lancaster University (TBC)</p> <p>Higher Education Fair</p> <p>Post 18 assembly – apprenticeships</p> <p>UCAS Express – every Wednesday</p> <p>Working Lunches**</p> | <p>Small group sessions: future education, training and employment options</p> <p>St Mary’s training opportunity</p> <p>PD programme:</p> <ul style="list-style-type: none"> • A year in industry • Self-employment • UCAS Express <p>Post-16 interviews</p> <p>Apprenticeships – support with applications</p> <p>Start*</p> <p>Working Lunches**</p> | <p>Small group sessions: future education, training and employment options</p> <p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - April</p> <p>UCAS Launch</p> <p>Assemblies – ‘A year in industry’</p> <p>Project Trust – Gap year</p> <p>World of Employment</p> <p>Planning for the future</p> <p>Activities week – work experience in July</p> <p>Working Lunches**</p> |
| Year 13 | <p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - Oct</p> <p>Workshops – HE and higher apprenticeship applications</p> <p>Kendal College talk – apprenticeships</p> <p>Working Lunches**</p> | <p>Business and Enterprise speaker</p> <p>Mock interviews for post-18 destinations</p> <p>Interview preparation in PD</p> <p>Working Lunches**</p> | <p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-18 education and training destinations for all pupils</p> |

Start*. Start is an innovative and easy-to-use careers guidance software helping young people make better and more informed choices about their career path. By using this software, students can learn more about differing occupations. Opportunities for students to further explore through e.g. work shadowing, workplace visits are welcomed. <https://www.startprofile.com/about-start/>

Granting and refusing access

Working lunches**. One lunchtime per week (13:20 to 14:10) students have access to further and higher education providers and professional partner(s) to ask them career related questions. We hope to provide clustered working lunches eg, conservation, hospitality.

The Lunesdale Learning Trust seeks to provide students with a wide variety of work experience activities including, extended placements, work related projects, volunteering, enterprise activities, curriculum linked workplace visits and talks, business simulation challenges, mentoring, work tasters and work shadowing. Any support with any of these activities is warmly welcome. Timings of events are:

- Assembly 08:40 to 09:00
- Personal Development (PD) lessons, Tues 10:00 to 11:00
- Lunchtime 13:20 to 14:10

In addition to the above, our careers team are on hand to promote the opportunities you have to offer through our websites, internal emails and noticeboards around school. Please contact Harriet Metcalfe our Careers Administrator at careers@qes.org.uk to identify the most suitable medium for your business needs.

We will always try to grant access wherever possible but may refuse based on the following criteria. Please note this list is not exhaustive and each request will be considered on a case-by-case basis.

- Nature of the request from provider
- The needs of the students
- The needs of the curriculum
- Number of requests received from provider
- Number of requests received for a particular cohort of students
- Timing of the academic day
- Availability in our calendar
- Quality of previous interactions with our students
- Failure to pass safeguarding checks

QESudio – Professional Partners

At the heart of QESudio is a belief that our students will one day soon become the next generation to grow and develop our local economy. We fully appreciate that to tailor Programmes of Study to meet the needs of local industries relies on consultation and contribution from our network of professional partners.

This group of socially responsible businesses support our work in a whole range of ways, dependent upon the needs and capacity of their businesses. If you are interested in becoming one of our professional partners, please contact Harriet Metcalfe, Careers Administrator careers@ges.org.uk. Further information is also available at <http://www.gestudio.org.uk/partners-new/>.

Safeguarding

Our Safeguarding/Child Protection Policy and Safeguarding outlines our schools' procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

- For the QES Safeguarding/Child Protection Policy please click here
- For the QEstudio Safeguarding/Child Protection Policy please click here

Premises and facilities

The Lunesdale Learning Trust have a range of facilities that can be made available including our Main Theatre, Harlequin Theatre, Castle Suite, QEstudio Theatre, classrooms or private meeting rooms for discussions between the provider and students, as appropriate to the activity. The Lunesdale Learning Trust 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 Administrator or a member of the careers team.

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

The Lunesdale Learning Trust will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

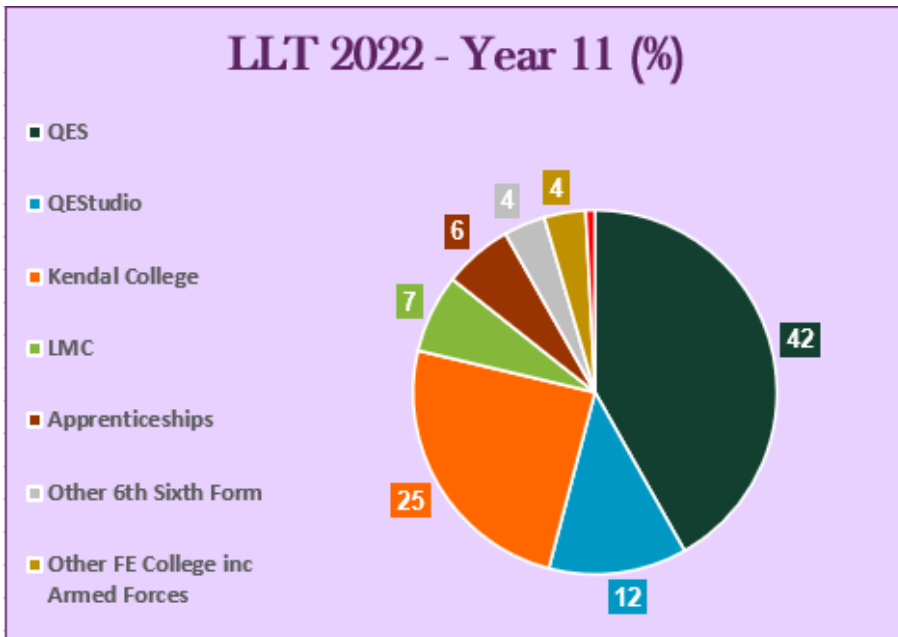
Previous Providers

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

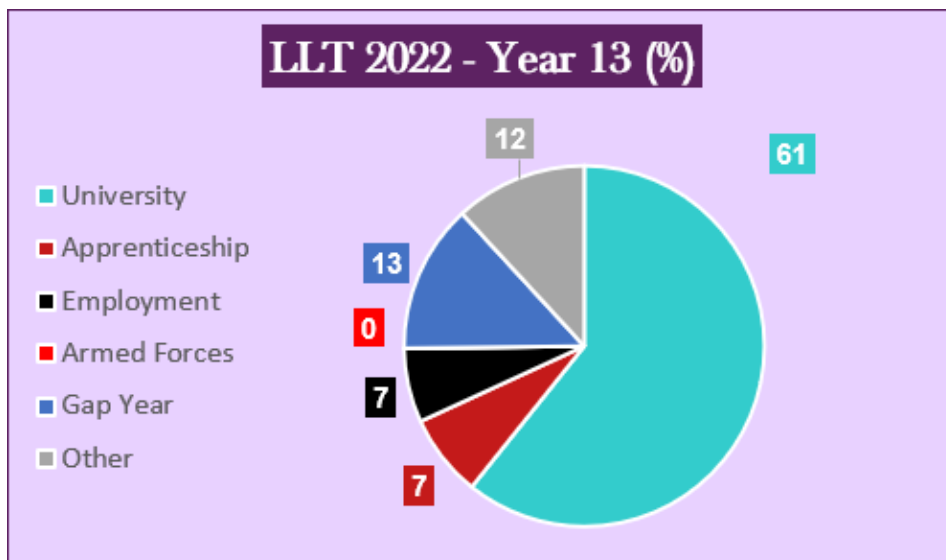
| | | |
|-----------------------------|------------------------------------|-----------------------|
| Kendal College | Lancaster and Morecambe College | Myerscough |
| UCLAN | Lancaster University | University of Cumbria |
| Lancaster Training Services | Hello Future | |

Pupil Destinations

Sept 2022, our year 11 pupils moved to a range of providers in the local area after school:



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



Complaints

Any complaints related to provider access can be raised following the school complaints procedure <https://qes.org.uk/wp-content/uploads/2020/05/Complaint-final.pdf> or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Links to other policies/strategies

Here are links to other relevant policies

- QES Safeguarding/Child Protection Policy
- QESTudio Safeguarding/Child Protection Policy
- Careers strategy 2020-25

Monitoring arrangements

The Trust's arrangements for managing the access of education and training providers to students are monitored by Cathy Harrison, Assistant Headteacher.

This policy will be reviewed by Cathy Harrison, Assistant Headteacher annually.
At every review, the policy will be approved by the Lunesdale Learning Trust Board.