



**CLEP**  
CUMBRIA  
LOCAL  
ENTERPRISE  
PARTNERSHIP

THE **CAREERS &  
ENTERPRISE**  
COMPANY

# Provider Access Policy

<b>Ratified by SLT:</b>	Matt Rushton
<b>Date:</b>	24 <sup>th</sup> September 2023

<b>Date to be Reviewed:</b>	September 2025
<b>Version Number:</b>	2

## 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 8-11 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 two encounters for students during the 'second key phase' (year 10 to 11).

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 – Matt Rushton 01229 469800 (Assistant Headteacher in charge of Careers) [MRushton@dowdales.cumbria.sch.uk](mailto:MRushton@dowdales.cumbria.sch.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.

	Autumn Term	Spring Term	Summer Term
Year 7 & 8	Employability skills and learning about jobs/ careers in form time. Career's Fair - November	Careers talks/assemblies Careers/skills workshops	Careers talks/assemblies Careers/skills workshops
Year 9	Careers talks/assemblies Career's Fair - November	Careers talks/assemblies Careers/skills workshops KS4 options event	Careers talks/assemblies Careers/skills workshops
Year 10	Careers talks/assemblies Career's Fair – November Assemblies – post 16 CV writing assembly and completion during form time.	Careers talks/assemblies Careers/skills workshops Mock interviews	Careers talks/assemblies Careers/skills workshops Work Experience

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 11	Careers talks/assemblies Career's Fair - November Assemblies – post 16 options including colleges. Apprenticeship talks 1-1 careers guidance interview with Inspira	Careers talks/assemblies Careers/skills workshops Assemblies – post 16 Mock interviews Apprenticeship talks 1-1 careers guidance interview with Inspira	Careers talks/assemblies Careers/skills workshops 1-1 careers guidance interview with Inspira

Please speak to Matt Rushton, to identify the most suitable opportunity for you.

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.

## 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)