



KINGSTONE ACADEMY TRUST  
APPROVED POLICY DOCUMENT

Provider Access Policy Statement - Careers	
Relevant School/s:	KHS
Policy Officer:	R Finch – Careers Lead
Approval:	Board of Trustees
Date of Review:	September 2025
Next Review:	September 2026 (or in light of legislative change)
Distribution:	Public, on website

## 1. Aims

At Kingstone High School we aim to provide all students from year 7 to 11 with meaningful opportunities to explore a wide range of future options. This policy statement aims to set out our school'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

As a school we aim to:

- Develop knowledge and awareness among our students of all career pathways available to them, including technical qualifications and apprenticeships
- Support students in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of students becoming NEET (not in education, employment or training)

## 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 students in years 8 to 13 (see more detail in section 3 below).

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](#)

[Education and Skills Act 2008](#)

[The School Information \(England\) Regulations 2008](#)

The [Skills and Post-16 Education Act 2022](#)

Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

This policy shows how our school complies with these requirements.

## 3. Student entitlement

All students in years 8 to 11 at Kingstone High School 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, 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
- Have a minimum of 6 encounters with providers

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

Access to providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. We are committed to encouraging all students to make decisions about their future based on impartial information.

### **Students in year 8 and 9**

All students in these year groups are offered 2 encounters with education and training providers

- All students must attend
- Encounters can take place any time during year 8, and between 1 September and 28 February during year 9

### **Students in year 10 and 11**

All students in these year groups are offered, as a minimum, 2 encounters with education and training providers

- All students must attend
- Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

### **3.1 Meaningful encounters with providers**

Our school is committed to providing meaning encounters for all students.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact Mrs Rachel Finch, Careers Lead and / or Mrs Charlene Husband, Careers Adviser

Telephone: 01981 250224

Email: [rfinch@kingstoneacademy.co.uk](mailto:rfinch@kingstoneacademy.co.uk) [chusband@kingstoneacademy.co.uk](mailto:chusband@kingstoneacademy.co.uk)

## 4.2 Information we ask from providers

As a school we ask each provider to provide the following information for our pupils:

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

## 4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please speak to our Careers Lead to identify the most suitable opportunity for you.

## 4.3 Careers education plan overview

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7		National careers week	Money and me – Job exploration and budgets
YEAR 8		National careers week	Enterprise and me
YEAR 9		Networking event with providers and employers Key Stage 4 options event National careers week	Assembly and tutor group opportunities – Work and me, employability skills
YEAR 10	Assembly and tutor group opportunities - employability skills Meetings with careers adviser	Networking event with providers and employers Work experience preparation sessions National careers week	Work experience CV writing workshop Post 16 provider taster sessions (3 college taster day) University visit
YEAR 11	Post 16 provider assemblies	Networking event with providers and employers	No encounters –encounters must have taken place by

	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications University visit – Russell Group	Post-16 taster sessions (6 <sup>th</sup> Form college) Mock Interviews Post-16 interviews Apprenticeships – support with applications National careers week	28 February Confirmation of post-16 education and training destinations for all pupils
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#### 4.4 Live online encounters

Adapt this section to reflect whether your school accepts live online encounters.

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school hall. We will need to carry out technology checks in advance to make sure systems are compatible.

#### 4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

#### 4.6 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.

#### 4.4 Premises and facilities

We will provide an appropriate room or assembly hall, with the necessary equipment providers require to carry out their visit effectively – details will be agreed with the provider.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Room, which is managed by the Careers Adviser.

Providers will be met and supervised by a member of staff who will facilitate their visit.

### 5. Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome their attendance at encounters with providers in school. We let parents and carers know about upcoming encounters via letters home and our Parent Newsletter.

If you would like to speak to the school about encounters with providers, please contact Mrs Charlene Husband at [chusband@kingstoneacademy.co.uk](mailto:chusband@kingstoneacademy.co.uk). We also welcome feedback from parents and carers to help improve our offer of encounters with providers.

## **6. Previous providers**

Previous providers who have visited our school to speak with our pupils include: Hereford Sixth Form College, Hereford College of Arts, Hereford, Ludlow and North Shropshire College, Hereford and Worcester Group Training Association, the Armed Forces, Arts Practitioners, and Local Business people.

## **7. Pupil destinations**

Last year, our Year 11 pupils moved to a range of providers after school, Hereford Sixth Form College, Hereford College of Arts, Hereford, Ludlow and North Shropshire College including Holem Lacey College, Hartpury College, others enrolled on an apprenticeship course or joined the armed forces. More detailed destination data is provided on our website

## **8. Complaints**

Any complaints related to provider access can be raised following the school complaints procedure.

## **9. Links to other policies**

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy
- Equality and diversity policy
- SEND policy

## **10. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Rachel Finch, Careers Leader

This policy will be reviewed by Mrs Rachel Finch, Careers Lead, annually. The policy will be approved by the Board of Trustees.