



KINGSTONE ACADEMY TRUST  
APPROVED POLICY DOCUMENT

**Provider Access Policy Statement - Careers**

<b>Relevant School/s:</b>	<b>KHS</b>
<b>Policy Officer:</b>	<b>R Finch – Careers Lead</b>
<b>Approval:</b>	<b>Board of Trustees</b>
<b>Date of Review:</b>	<b>February 2026</b>
<b>Next Review:</b>	<b>February 2027 (or in light of legislative change)</b>
<b>Distribution:</b>	<b>Public, on website</b>

# 1. Aims

## 1.1 Rationale

High quality careers education and guidance in school is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 (and post-18) including wider technical education options such as T-Levels and Higher Technical Qualifications.

## 1.2 Commitment

Kingstone High School (KHS) is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The KHS is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

KHS endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

## 1.3 KHS policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

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

## **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**

KHS fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships.

The school will comply with the new legal requirement to put on at least four encounters (two in the first phase during Year 8 and 9; two in the second phase during years 10 and 11) whilst at KHS with providers of approved technical education qualifications or apprenticeships.

This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

### **3.1 Development**

This policy has been developed and is reviewed annually by the Careers Leader (Mrs Rachel Finch – Assistant Headteacher) and Line Manager (Mr Matthew Morris – Head of School) based on current good practice guidelines by the Department for Education.

### **3.2 Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

### **3.3 Equality and Diversity**

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

## 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

**Rachel Finch** may be contacted by telephone or email:

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

Tel: **01981 250224 (Ext 211)**

**Charlene Husband** may be contacted by telephone or email:

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

Tel: **01982 250224 (Ext 100)**

### 4.2 Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled SPHERE (Social, Personal, Health, Economy, Relationships and Environment) lessons focusing on Careers and Careers or Raising Aspirations events that KHS arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with KHS.

### 4.3 Details of premises or facilities to be provided to a person who is given access

KHS will provide an appropriate room or assembly hall to be agreed. IT facilities will be provided and computer rooms can be arranged. The Careers Leader, or the Careers Adviser, will organise this, working closely with the provider to ensure the facilities are appropriate to the audience.

### 4.4 Live/Virtual encounters

KHS will consider live online encounters with providers where requested, however these will only be agreed if the technology will support such an encounter and the technology is compatible.

### 4.5 Safeguarding

All visitor providers will be subjected to appropriate safeguarding checks.

All visitor providers will be met and supervised by a member of the Careers Team during their time on site.

All visiting providers delivering assemblies, workshops, or sessions in school will be expected to meet the school's safeguarding and statutory responsibilities by ensuring that all materials and messages are appropriate, safe, and aligned with school values. In line with Keeping Children Safe in Education (KCSIE), the Prevent Duty, and wider safeguarding legislation, external visitors must not promote inappropriate, harmful, extremist, or unsafe views, must deliver content suited to pupils' age and vulnerability, and must not undermine pupils' wellbeing or safeguarding. This reflects the school's legal duties under Section 175 of the Education Act 2002 and its wider responsibilities for child welfare.

To meet these expectations, visiting providers will be required to share intended content in advance, allow materials to be reviewed where necessary, clearly outline the purpose of their sessions, and cooperate fully with staff, who will intervene or stop sessions if any safeguarding concerns arise.

#### **4.6 Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers. We inform parents and carers know about upcoming encounters via letters home and our Parent Newsletter.

#### **4.7 Management**

The Careers Leader and/or the Careers Adviser coordinates all provider requests and are responsible to their senior management line manager.

### **5. Providers who have been invited into KHS to date include:**

- John Finch Computers
- Hereford and Worcester Group Training Association
- Hereford College of Art
- Allpay
- Hereford Sixth Form College

### **6. Pupil destinations 2025**

- Hereford, Ludlow and North Shropshire College
- Hereford Sixth Form College
- Hartpury
- Hereford College of Art
- Hereford and Worcester Group Training Association
- Audi Apprenticeship
- Employment

### **7. Complaints**

Any complaints about this policy should be raised to Mr Matthew Morris, email: [mmorris@kingstoneacademy.co.uk](mailto:mmorris@kingstoneacademy.co.uk)

### **8. Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Board of Trustee.

Policy Coordinator: Rachel Finch

Policy Reviewed: February 2026