



**Approved by: FGB**

**Date: 21<sup>st</sup> September 2023**

**Effect From: 1<sup>st</sup> September  
2023**

**Person(s) responsible** Lisa Bowman

**Revision Date: Autumn 2024**

**Policy Type: Non-statutory**

## Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose 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 pupils in years 7-11 are entitled:

- To find out about Further Education establishments and qualifications, technical education qualifications and apprenticeships opportunities, as part of an ongoing careers programme. Kings International College's Careers Programme provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, specifically including technical education and apprenticeships – through options events, assemblies, group discussions, taster events and insight talks;
- to understand how to make applications for the full range of academic and technical courses;
- to receive independent careers guidance;
- For pupils of compulsory school age these technical education encounters are now mandatory and there will be a **minimum** of two encounters for pupils during the 'first key phase' (Year 8 to 9) and a **minimum** of two encounters for pupils during the 'second key phase' (year 10 to 11).

These 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 pupils

## Meaningful Provider Encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing as many meaningful encounters to all pupils as possible throughout each academic year. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils and will facilitate these encounters to make sure they are a two-way process and enable our pupils to interact with these providers.

## Destination of our Students

Our pupils go on to a range of post-16 progression pathways. This information is held by us and by the Local Authority and can be made available on request.

## Management of provider access requests - Procedure

A provider wishing to request access should contact Mrs L Bowman, Careers Coordinator, Telephone: 01276 683539 x 212 Email: [l.bowman@kings-international.co.uk](mailto:l.bowman@kings-international.co.uk).

## Opportunities for access

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

	Autumn Term	Spring Term	Summer Term
Year 7	Careers tutor time provision Unifrog Assemblies	Careers tutor time provision Unifrog The Tyre Challenge Enterprise Day Assemblies	Careers tutor time provision Unifrog CV and Presentation Skills (ICT Lessons) Assemblies
Year 8	Careers tutor-time provision Unifrog PD Day activities Assemblies	Careers tutor-time provision Unifrog PD Day activities to include The Tyre Challenge Enterprise Day Enterprise Day – Giving Nations Brooklands Museum Trip – TBC Assemblies	Careers tutor-time provision Unifrog PD Day activities CV and Presentation Skills (ICT Lessons) Assemblies NHS Careers Competition – PSHE Lessons
Year 9	Unifrog PD Day activities Army Modular Programme (5 weeks) Enact NHS Presentation Assemblies	KS4 options event Unifrog PD Day activities The Little Interview – PD Day 3 Army Modular Schools Competition Day Personal Finance Skills – TBC Assemblies	Tutor group opportunities combined with PD Days Assemblies FCOT Careers Fair/Interactive Fair Unifrog PD Day activities CV and Presentation Skills (ICT Lessons)
Year 10	Assemblies and tutor group opportunities combined with PD Days Introduction to KS4 and colleges evening and launch of WEX Work experience assembly Unifrog Medical Mavericks workshop	Work experience preparation sessions – PD Days 1 week work experience placement Unifrog Careers Interviews FCOT Taster Session Workshops Farnborough Airport TAG Presentation Skills Competition - TBC	Assemblies and tutor group opportunities combined with PD Days Unifrog PD Day activities CV and Presentation Skills (ICT Lessons) Careers Interviews PSHE Lessons – Finance

		Apprenticeship Assembly – ALPS	
Year 11	The Big Interview – PD Day 1  McLaren Work Inspiration Day  Introduction to KS4 and colleges evening and launch of WEX  Unifrog	Apprenticeship Assembly – ALPS  Oxbridge Talk Farnborough 6 <sup>th</sup> TBC  Unifrog  CV and Presentation Skills (ICT Lessons)  National Apprenticeship Show and EXPO  Surrey Skills – Careers Fair	

Please speak to our Careers Coordinator to identify the most suitable opportunity for you.

## Premises and facilities

The school will make the main hall, classrooms or private meeting rooms 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 Coordinator or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception and this will then be given to the Careers Coordinator and displayed in the Careers Office. The Careers Office 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)