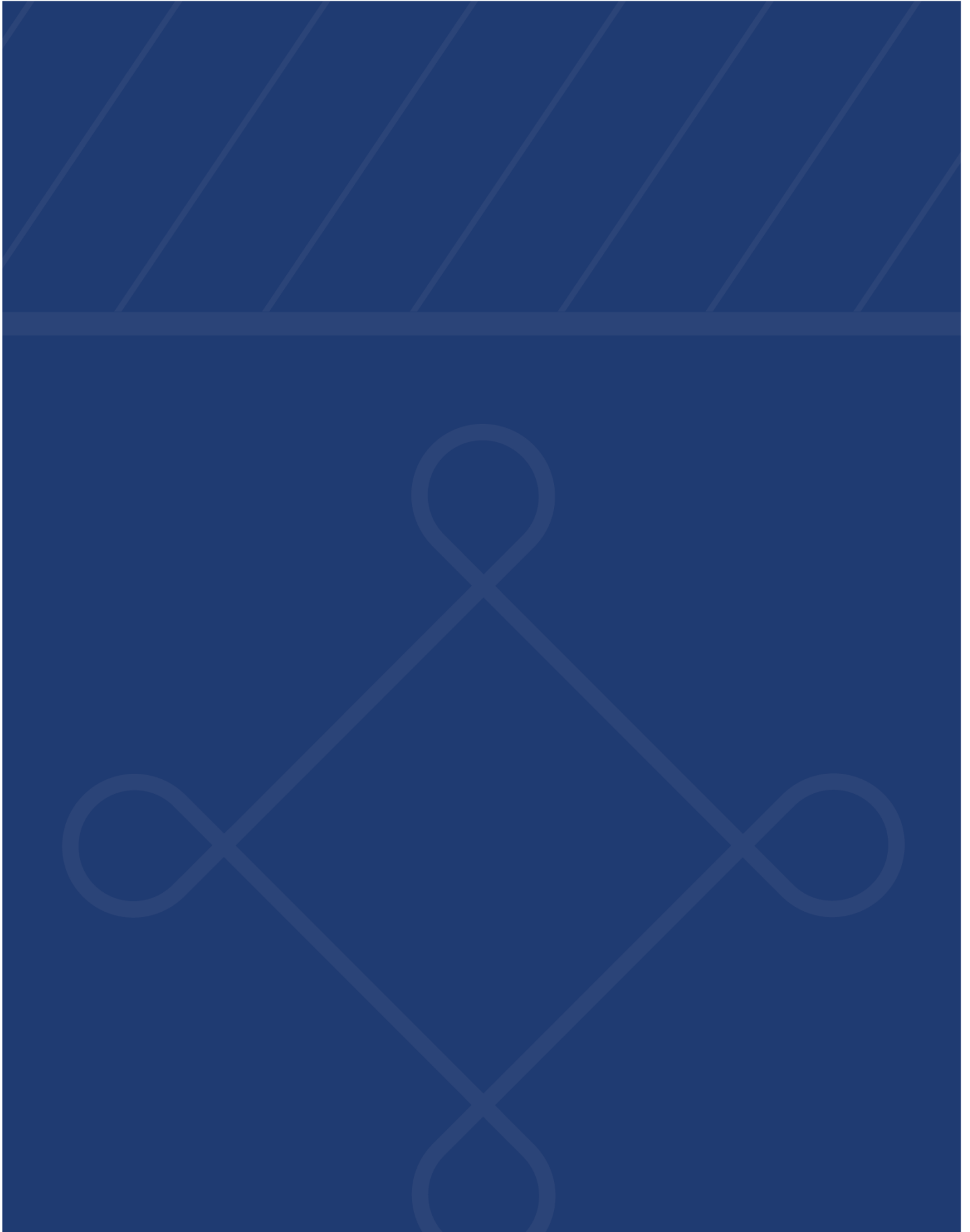




CARLETON
HIGH
SCHOOL

Careers Provider Access Policy



Document Control

Date	Version	Action	Amendments
A p r i l 2 0 2 4	1 . 0		Put onto standard template

Contents

1. Aims..... 3

2. Statutory requirements 3

3. Student entitlement..... 3

4. Management of provider access requests..... 4

5. Student Destinations..... 7

1. Aims

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 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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 11 at Carleton 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

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters 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 qualifications and or 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 meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

4. Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Kaeti Rawling, Assistant Headteacher

Telephone: 01977 781555; Email: krawling@careltonhigh.patrust.org.uk

Opportunities for access

The school offers the six provider encounters required by law and a number of other additional events, integrated into the school careers programme.

We will offer providers the opportunity to come into school to speak to pupils to their parents and carers.

There is an assembly programme with visiting speakers including colleges, technical qualification providers, apprentices, employers and entrepreneurs. If you would like to speak to a full year group, an assembly can be booked in.

Please speak to our careers leader to identify the most suitable opportunity for you.

Year	Term 1-2	Term 3-4	Term 5-6
8	<ul style="list-style-type: none"> ▪ Weekly assembly (advance booking available) ▪ Career of the Week showcased in form time. 	<ul style="list-style-type: none"> ▪ Parents meeting ▪ Doncaster UTC event ▪ Heart of Yorkshire Education Group Assembly (apprenticeships) ▪ Construct Industry event ▪ Apprenticeship Week events ▪ Weekly assembly ▪ Career of the Week showcased in form time. 	<ul style="list-style-type: none"> ▪ Weekly assembly ▪ STEM Event ▪ Robertson's Facilities Management ▪ Career of the Week showcased in form time.
9	<ul style="list-style-type: none"> ▪ Weekly assembly (advance booking available) ▪ Career of the Week showcased in form time. 	<ul style="list-style-type: none"> ▪ Parents meeting ▪ UTC Leeds Event ▪ KS4 option event with New College Pontefract and Heart of Yorkshire apprenticeship Provider in attendance ▪ ASK inspiring awareness assembly ▪ Apprenticeship Week events ▪ Pontefract Academies Trust ▪ Careers Fair (apprenticeship providers and UTC college(s) in attendance) ▪ Weekly assembly ▪ Career of the Week showcased in form time. 	<ul style="list-style-type: none"> ▪ Weekly assembly ▪ Career of the Week showcased in form time. ▪ Visits to Industry ▪ Professional Interviews
10	<ul style="list-style-type: none"> ▪ Weekly assembly (advance booking available) ▪ Career of the Week showcased in form time. 	<ul style="list-style-type: none"> ▪ Parents meeting ▪ Stepping up to KS4 Parents event. ▪ Heart of Yorkshire Education Group Assembly (apprenticeships) ▪ Post-16 Taster day Heart of Yorkshire Group ▪ Weekly assembly ▪ Apprenticeship Week events ▪ Pontefract Academies Trust ▪ Careers Fair ▪ Career of the Week showcased in form time. 	<ul style="list-style-type: none"> ▪ Weekly assembly ▪ Work Experience ▪ Post-16 Taster day at New College Pontefract ▪ Meetings with careers advisor ▪ Career of the Week showcased in form time.
11	<p>Assemblies from:</p> <ul style="list-style-type: none"> • New College Pontefract • Heart of Yorkshire Education Group • UTC Leeds Event • Airedale Academy 6th Form College <ul style="list-style-type: none"> ▪ UK University & Apprenticeships careers fair (Leeds) ▪ Weekly assembly (advance booking available) ▪ Meetings with careers advisor ▪ Post-16 interviews 	<ul style="list-style-type: none"> ▪ Parents meeting ▪ College application Workshops ▪ Weekly assembly ▪ Meetings with careers advisor ▪ Pontefract Academies Trust ▪ Careers Fair ▪ Post-16 interviews ▪ Apprenticeship Week events ▪ Career of the Week showcased in form time. 	<ul style="list-style-type: none"> ▪ Post-16 interviews ▪ Career of the Week showcased in form time.

	<ul style="list-style-type: none"> ▪ Career of the Week showcased in form time. 		
--	--	--	--

Granting and refusing access

Carleton High School is committed to providing a quality careers education to all our students. While we aim to grant access to appropriate providers, we reserve the right to refuse access to providers which we consider not to be appropriate.

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.

Previous Providers

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

- | | | |
|-----------------------------------|--------------------------------------|---|
| ▪ NHS | ▪ WDH | ▪ Wakefield Apprenticeship HUB |
| ▪ Job Centre plus | ▪ UTC Leeds | ▪ Askham Bryan College |
| ▪ Leeds City College | ▪ Doncaster UTC | ▪ St Wilfrid's 6th Form |
| ▪ Amazing apprenticeships | ▪ University of Leeds | ▪ Airedale Academy 6 th Form |
| ▪ ASK programme | ▪ Leeds Beckett University | ▪ Prospects/Connexions |
| ▪ Morrisons | ▪ York University | ▪ Go Higher West Yorkshire |
| ▪ Leeds City Enterprise Region | ▪ Heart of Yorkshire Education Group | ▪ Academy of Live Technology |
| ▪ Pyramid 8 | ▪ New College Pontefract | |
| ▪ Castleford Tigers | ▪ Leeds College of Building | |
| ▪ Leeds College of Art and Design | | |

In addition, a variety of off-site visits have taken place to employers such as Amazon, Morgan Sindall Construction, Production Park and the Academy of Live Technology and KP Snacks.

Premises and facilities

The school will make every effort to ensure that the Theatre, classrooms or other meeting rooms are available for discussions between the provider and students, as appropriate to the activity.

There will also be adequate audio, visual and other specialist equipment (where available) to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Careers Leader 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception. This will be passed to our school librarian and placed in the career's sections of our library. The library is available to all pupils at lunch and break times.

5. Student Destinations

Last year our year 11 pupils (2023-24) moved to a range of providers in the local area after school:

	No. of clients	%
College	183	91
School Sixth Form	3	1.5
Employment	3	1.5
Training	2	1
Apprenticeship	4	2
Unknown	0	0
NEET Available	4	2
NEET Unavailable	2	1
Personal Development Opportunities	0	0

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Kaeti Rawling.

This policy will be reviewed by Kaeti Rawling annually.

Complaints

Any complaints with regards to our provider access can be raised following the school complaints procedure or directly with the Careers & Enterprise Company via

provideraccess@careersandenterprise.co.uk