



<b>POLICY FOR</b>	<b>PROVIDER ACCESS</b>
<b>PERSON RESPONSIBLE</b>	<b>CAREERS LEADER</b>
<b>REVIEW DATE</b>	<b>DECEMBER 2021</b>
<b>NEXT REVIEW DATE</b>	<b>DECEMBER 2022</b>
<b>APPROVED BY</b>	<b>GOVERNING BODY</b>

### **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.

### **Pupil entitlement**

All pupils in years 7-13 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
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact;

Helen Cable, Careers Leader [helen.cable@themallingschool.kent.sch.uk](mailto:helen.cable@themallingschool.kent.sch.uk)

Angela Willis, Careers Adviser [willisa@themallingschool.kent.sch.uk](mailto:willisa@themallingschool.kent.sch.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 7/8		National Careers Week	School Careers Fair Careers assembly
Year 9		National Careers Week KS4 Options event	School Careers Fair Options assembly
Year 10		National Careers Week	CV preparation Mock Interview day School Careers Fair Post 16 Options assembly
Year 11	Post 16 Options assembly Kent Choices sessions	National Careers Week Post 16 evening	
Year 12	HE Fair Post 18 Options assembly Employability Day	National Careers Week Small group sessions: future education, training and employment options Apprenticeship Fair UCAS convention	Small group sessions: future education, training and employment options Personal Statement workshops UCAS workshops Apprenticeship workshops School Careers Fair
Year 13	Personal Statement workshops UCAS workshops Apprenticeship workshops	National Careers Week Workshops – HE and higher apprenticeship applications Apprenticeship Fair	School Careers Fair

Please speak to our Careers Leader 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 Leader or a member of their team.

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.

**Approval and review**

Mike Perry Chair of Governors

Date :