Policy:	**Provider Access Policy**
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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 7-11 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;

• hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events;

• 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 Katie Leeming-Watts, Careers Lead

Telephone: 01553 774671

Email: Katie.Leeming-Watts@kla.eastern-mat.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:

Year	Autumn	Spring	Summer
7	Communication skills, including active listening and how good communication skills can be used in the world of work	National Careers Week assembly – preparing for the future	He Can, We Can @UEA
8	Citizenship and careers (MBV unit)	National Careers Week assembly – skills needed for work	How personal skills can be used in future workplaces. Discrimination in the workplace
9	Options: workshops and interviews	National Careers Week assembly – jobs of the future	Unboxd: An introduction to values and careers
10	Identifying skills needed for the world of work Exploring apprenticeships Speaking with confidence and interview skills What is Career Development? I can be a…	Exploring different sectors of employment, especially those who provide most employment within the local area National Careers Week Assembly – getting experience of work Careers Fair @Lynnsport	'So you want to be a…' Careers workshop by Futures First LMI booklet lesson Aiming high: Looking at different levels of courses/education University and beyond Royal Marines visit
11	COWA assembly KESA assembly Help You Choose Assembly "Futures" IAG module 1 Help You Choose IAG lesson	CV workshop Skills for work Spotting a gap in the market National Careers Week assembly – Improving CV's through work experience	Final IAG assembly 1:1 support meetings for students unsure of destinations
*Whole School Themes	Owning my own journey	Celebrating success: Powerful and successful people Dyslexia and University presentation	World of creativity and innovation week Dreams and goals

* Whole school themes are weekly themes that are addressed in assemblies and form times

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

Premises and facilities

The school will make the central hub, 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 Reception, which will then be either placed on display on the careers noticeboard or put in the careers section of the library. The library is available to all students before and after school, and at lunch and break times.