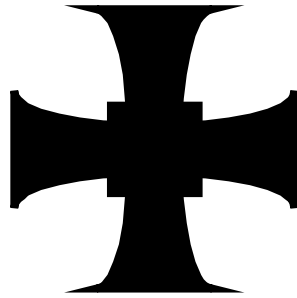


# TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

## PROVIDER ACCESS POLICY

**Pastoral Committee**

**Reviewed:** February 2025

**Approved by the Pastoral Committee:** March 2025

**Ratified by the Full Governing Body:** March 2025

**Next review:** February 2027

## **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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 student 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;
- hear from a range of local providers about the opportunities they offer about approved technical education and apprenticeships; and
- understand how to make applications for technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students in the 'third key phase' (Years 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

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 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 students from the provider.
- answer questions from students.

## **Meaningful Provider Encounters**

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students.

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

## **Management of Provider Access Requests**

A provider wishing to request access should contact:

Lisa Love- Assistant Headteacher and Careers Leader | [llv@trinity.cumbria.sch.uk](mailto:llv@trinity.cumbria.sch.uk) | 01228 516 051 ext. 304

Or

Zoe Gosling- Careers Advisor | [zgo@trinity.cumbria.sch.uk](mailto:zgo@trinity.cumbria.sch.uk) | 01228 516 051 ext. 279

## Opportunities for Access

Trinity School offer six provider encounters required by law (two at each key phase) and a number of additional events, integrated into the school careers programme. We offer providers an opportunity to come into our school to speak with students and/or their parents/carers. Please contact the careers lead with responsibility for careers co-ordination, to identify the most suitable opportunity for you. Opportunities for each year group include but are not limited to:

Year 7	Assemblies, Form Time Activities
Year 8	Assemblies, Form Time Activities, HE/FE Encounter
Year 9	Assemblies, Form Time Activities, Options Evening, HE/FE Encounter
Year 10	Assemblies, Careers Fair, Form Time Activities, HE/FE Encounter, Work Experience
Year 11	Assemblies, Careers Fair, Form Time Activities, Sixth Form Open Evening, HE/FE Encounter
Year 12	Assemblies, Careers Fair, Form Time Activities, HE/FE Visit, Work Experience
Year 13	Assemblies, Careers Fair, Form Time Activities, HE/FE Visit

Once an opportunity has been identified and confirmed, the careers lead with responsibility for careers co-ordination, or a member of their team, will then brief the person(s) visiting school, about any necessary safeguarding procedures, prior to the visit.

## Premises and Facilities

The school will make the main hall, classrooms or other suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the careers lead with responsibility for careers co-ordination 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 students, as long as students have the opportunity to ask questions within the session.

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.

Information regarding our destination data and providers we have worked with recently is available on request.

## 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).