

1. Aims

This policy statement aims to set out our College'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

In order to fulfil statutory requirements as outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and the Department for Education (DfE) on [careers guidance and access for education and training providers](#)., the College will:

- 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.
- Provide a minimum of 6 encounters with technical education or training providers to all students in Years 8 to 13 (see more detail in section 4 below).

3. Student entitlement

All students in Years 8 to 13 at The Latimer Arts College 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 pathways events, assemblies and taster events;
- Understand how to make applications for the full range of academic and technical courses.

4. Encounters with technical education or training providers to all students in Years 8 to 13

As a minimum, the College will offer students:

- Two compulsory encounters during the 'first key phase' (Year 8 or 9) which will take place any time during Year 8, and between 1 September and 29 February during Year 9;
- Two compulsory encounters during the 'second key phase' (Year 10 or 11), which will take place any time during Year 10, and between 1 September and 29 February during Year 11;
- Two encounters during the 'third key phase' (Year 12 or 13), which will take place any time during Year 12, and between 1 September and 29 February during Year 13. Year 12 and 13 students will have the option to attend these sessions.

These encounters will take place for a reasonable period of time during the school day. These encounters may be face to face or online.

5. Management of provider access requests

5.1 Requesting Access

A provider wishing to request access should contact Miss Kerry Gallon, Careers Leader

Telephone: 01536 720300

Email: kgallon@latimer.org.uk

5.2 Meaningful provider encounters

The College will ask each provider who requests access to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

5.3 Granting and refusing access

Access to students will be granted:

- During relevant curriculum time when there is a focus on careers and pathway choices
- At Pathways/Open Evenings/Student Progress Review Evenings (SPRE)
- As part of relevant assemblies.

Access will be refused where it impacts on the normal curriculum.

Additionally, access will not be granted for any additional evenings that are not part of the College's careers provision or routine calendar cycle.

6. Opportunities for Access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into College to speak to students and/or their parents/carers. Any provider should contact our Careers Leader to identify suitable opportunities.

| | Autumn Term | Spring Term | Summer Term |
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| Years 7-10: 'Future Me' | NatWest MoneySense & Community Project | Unifrog & Study Skills | Careers/Enterprise Project |
| Year 7 | Team Building/ Skills Activity Day | Dragons Den Enterprise Event Year 7 SPRE | Careers and Your Future Financial Education |
| Year 8 | | Take Your Child to Work Day Year 8 Pathways Process, including Year 8 SPRE Meeting with Careers Adviser | Money Matters What are Enterprise Skills? Careers Interests and Jobs Labour Market Information Exploring Careers |

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| Year 9 | | <p>Assembly and tutor group opportunities - employability skills</p> <p>Year 9 SPRE</p> | <p>Careers Fair</p> <p>University of Northampton Visit</p> <p>Employment and Financial Management</p> <p>Importance of Saving Money</p> |
| Year 10 | <p>Assembly and tutor group opportunities - employability skills</p> | <p>National Apprenticeship Show</p> <p>Assemblies re Apprenticeships</p> <p>Assemblies/Workshops: Post-16 technical education options assembly with General Further Education College</p> <p>Year 10 SPRE</p> | <p>Life Skills – work experience preparation sessions</p> <p>Employment Rights</p> <p>Understanding a Payslip</p> |
| Year 11 | <p>Ace Your Exams and Future Destinations Evening</p> <p>Sixth Form Open Evening</p> <p>Post-16 Provider Open Evenings</p> <p>Post-16 Apprenticeships assembly</p> <p>One to One Careers interviews</p> <p>Post-16 Applications Support</p> | <p>One to One Careers interviews</p> <p>Post-16 Interviews</p> <p>Post-16 Applications Support</p> <p>Year 11 SPRE</p> | |
| Year 12 | <p>Assembly and small group opportunities - employability skills</p> <p>University of Northampton Visit - Higher education (HE) fair</p> <p>Post-18 Assembly – Apprenticeships</p> | <p>Assembly and small group opportunities - employability skills, future education, training and employment options</p> <p>Loughborough University Visit</p> <p>One to One Careers interviews</p> <p>Sixth Form SPRE</p> | <p>Careers Fair</p> <p>UCAS Conference</p> <p>Work experience preparation workshops</p> <p>Work Experience</p> |
| Year 13 | <p>Mock Interviews</p> <p>Assembly and small group opportunities - employability skills</p> <p>Post-18 assembly – with higher and degree apprenticeship providers</p> <p>Workshops – HE and higher apprenticeship applications</p> <p>University Visit</p> | <p>Assembly and small group opportunities - employability skills</p> <p>One to One Careers interviews</p> <p>Sixth Form SPRE</p> | |
| All Students | <ul style="list-style-type: none"> Throughout the year, a range of external guest speakers deliver presentations to relevant cohorts of students within or across year groups. The Latimer Arts College works in partnership with The Careers and Enterprise Company, Uni Connect and SEMLEP to organise regular events for students including an introduction to the range of education and training opportunities available. All students have an induction to Unifrog and regular timetabled session are allocated to using it to learn about future destinations and skills. All interactions are logged via this platform. | | |

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| | <ul style="list-style-type: none"> Careers information, external opportunities, guest speaker talks, local live Apprenticeships are communicated through Unifrog, E-mail and our Parent/Carers Newsletter. |
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7. Safeguarding

Our Child Protection and Safeguarding Policy, which can be accessed on the College website, outlines the College's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

8. Premises and facilities

The College will make available the Masque theatre, classrooms or other suitable locations for presentations and/or discussions between the provider and students, as appropriate to the activity and where it fits within the day to day running of the College.

The College will also make available AV and other specialist equipment to support provider presentations where appropriate. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of the Careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Independent Careers Advisor or in the Learning Resource Centre, where it will be accessible to students.

9. Previous providers

In previous years, we have invited the following providers from the local area to speak to our students:

- Ask Apprenticeships Service
- Bedford College
- Bedford University
- Leicester University
- Moulton College
- NHS
- National Citizen Service
- Northampton College
- Northampton University
- Sutton Trust
- Tresham College

10. Links to other policies

- Child Protection and Safeguarding Policy
- Careers Policy

11. Monitoring arrangements

The College's arrangements for managing the access of education and training providers to students is monitored by the Careers Leader.

This policy will be reviewed by the full governing body annually.