POLICY TITLE: Careers Provider Access Policy Statement

STATUS: Statutory

DATE OF REVIEW: September 2026

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

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 School 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 school 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 28 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 28 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 28 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 school 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 School'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 School to speak to students and/or their parents/carers. Any provider should contact our Careers Leader to identify suitable opportunities.

	Terms 1 & 2	**Terms 3 & 4**	**Terms 5 & 6**
Skills	Problem Solving & Teamwork	Aiming High & Creativity	Staying Positive & Leadership
Year 7	Team Building Day Life Beyond School: Managing Change (PDT) *NatWest MoneySense* & Deck the Doors Project (Future Me) Satchel:One Independent Unifrog Task	National Apprenticeship Week National Careers Week Unifrog (Future Me) Super Six 'What is Careers?' A Satchel:One Independent Unifrog Task	First Aid & Careers Enterprise Project (Future Me) Future Skills Questionnaire Unifrog (Future Me) University Assembly Dragons Den Enterprise Event Future Skills Questionnaire evaluation

			Satchel:One Independent Unifrog Task
Year 8	Take Your Child to Work Day or Enterprise Challenge *NatWest MoneySense* & Deck the Doors Project (Future Me) Parent Pathways Assembly University Assembly	National Apprenticeship Week National Careers Week Year 8 Pathways Process, including: Pathways Fortnight Pathways Evening Year 8 SPRE Opportunity to meet with Careers Adviser Life Beyond School: Dangerous Society Online & Offline (PDT) Unifrog (Future Me) Future Skills Questionnaire evaluation	First Aid & Careers Enterprise Project (Future Me)
Year 9	*NatWest MoneySense* & Deck the Doors Project (Future Me) College Assembly Apprenticeship Assembly	National Apprenticeship Week National Careers Week Life Beyond School: Essential Life Skills (PDT) Unifrog (Future Me) University Assembly	Year 9 SPRE: Opportunity to book a Careers Adviser appointment First Aid & Careers Enterprise Project (Future Me)
Year 10	*NatWest MoneySense* & Deck the Doors Project (Future Me) How to make the most out of your 1:1 careers meeting (PDT) Life Beyond School: Rights & Responsibilities (PDT) University Assembly	National Apprenticeship Week National Careers Week The National Apprenticeship & Education Event Year 10 SPRE: Opportunity to book a Careers Adviser appointment Unifrog (Future Me)	Post-16 Provider Open Evenings Assemblies/Workshops: Post-16 technical education options with General Further Education Colleges Post-16 Apprenticeships assembly First Aid & Careers Enterprise Project (Future Me) Future Skills Questionnaire evaluation
Year 11	Ace Your Exams and Future Destinations Evening Sixth Form Open Evening One to One Careers interviews Post-16 Applications Support Oxbridge Event	One to One Careers interviews Post-16 Interviews Post-16 Applications Support Year 11 SPRE: Opportunity to book a Careers Adviser appointment	Transition Events Sixth Form Induction Week

Year 12	University of Northampton Visit - Higher education (HE) Fair Post-18 Assembly – Apprenticeships One to One Careers interviews Life Beyond School: Post 18 Options, Personal Branding, Personal Statement, CV, Interview Preparation (PDT)	Work experience preparation workshops One to One Careers interviews Sixth Form SPRE: Opportunity to book a Careers Adviser appointment Life Beyond School: Taxes, Banks, Employment Paperwork, Benefits, Trade Unions, Insurance (PDT) Future Skills Questionnaire evaluation	One to One Careers interviews UCAS Conference Work Experience
Year 13	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications UCAS Applications	One to One Careers interviews Sixth Form SPRE: Opportunity to book a Careers Adviser appointment Life Beyond School: Payment Methods, Budgeting, Borrowing, Foreign Currency, Inflation (PDT) Student Finance Talk	
All Students	• 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, and South Midlands Careers Hub Network, 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 sessions are allocated to using it to learn about future destinations and skills. All interactions are logged via this platform. • Careers information, external opportunities, guest speaker talks, local live Apprenticeships are communicated through Unifrog, Social Media, E-mail and our Parent/Carers Newsletter.		

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 school 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 school.

The school 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
- Bedford College Group
- Moulton College
- Northampton College
- NHS
- Starting Off Apprenticeships
- Sutton Trust
- University of Leicester
- University of Northampton

10. Links to other policies

- Child Protection and Safeguarding Policy
- Careers Policy

11. Monitoring arrangements

The School'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.