

# Provider access policy statement

## Kirkby High School



**Approved by:** R Conefrey

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### 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

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 8 to 11 at Kirkby High School 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
- Understand how to make applications for the full range of academic and technical courses

### 4. Management of provider access requests

#### 4.1 Procedure

A provider wishing to request access should contact Gareth Jackson ( Careers, Information, Advice and Guidance (CIAG) coordinator).

Telephone: 0151 477 8710

Email: [admin@kirkbyhighschool.net](mailto:admin@kirkbyhighschool.net)

#### 4.2 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:

	Autumn term	Spring term	Summer term
<b>Year 7</b>	<p>Introduce online careers platform (Unifrog) – This will provide students with access to a huge range of CIAG resources at all times. It can track the progress made by the CIAG curriculum and supports learners with research into preferred career roles and the application processes.</p> <p>Introduction to HE talk provided by Edge Hill University in preparation for the end of year trip</p>	<p>Apprenticeships carousel (several Apprenticeship providers – based on availability) to develop understanding of careers options and discuss skills and qualities needed for success.</p> <p>Subject specific talk from tutors highlighting key skills required for and the many career roles within their subject specialism.</p> <p>Utilise the Unifrog platform to research various career roles and pathways, identifying the qualifications, skills and qualities to progress in each area.</p>	<p>Receive an aspirational – access to HE talk from Edge Hill University in preparation for the end of year trip.</p> <p>Educational trip to visit a HE establishment (Edge Hill University) to raise attainment and improve aspirations.</p> <p>Students will be prompted to further utilise the Unifrog platform to assess their own progress through the CIAG curriculum and identify key skills and qualities that can be used within workplaces..</p>
<b>Year 8</b>	<p>Re-Introduce online careers platform (Unifrog) – Student will take the personality quiz to highlight possible career destinations.</p> <p>Students will receive an introduction to FE talk from a local provider – Carmel College – In preparation for the end of year trip. (College destination subject to availability)</p>	<p>Apprenticeships carousel (several Apprenticeship providers – based on availability) to develop understanding of career options and discuss skills and qualities needed for success.</p> <p>Subject specific talk from tutors highlighting key skills required for and the many career roles within their subject specialism.</p> <p>Utilise the Unifrog application to research various career roles and pathways, identifying the qualifications, skills and qualities to progress in each area.</p>	<p>Students will receive a 'What FE has to Offer' talk from Carmel College in preparation for the end of year trip.</p> <p>Educational trip to visit a FE establishment (Carmel College) to raise attainment and improve aspirations.</p> <p>Students will be prompted to further utilise the Unifrog platform to assess their own progress through the CIAG curriculum and identify key skills and qualities that can be used within workplaces.</p>
<b>Year 9</b>	<p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>Establish online careers platform (Unifrog) – This will provide students with access to a huge range of CIAG</p>	<p>Delivery of form time and assembly presentations from various external agencies in the lead up to year 9 options evening. Specifically; CIAG overview from careers connect, FE options and the application process by FE liaison teams from KCC and Winstanley, Apprenticeship options from the</p>	<p>Students will receive a 'What HE has to Offer' talk from Chester University in preparation for the end of year trip.</p> <p>Educational trip to visit a HE establishment (Chester University) to raise attainment and improve aspirations.</p>

	<p>resources at all times. Students can use this to develop CV writing skills, take online courses and research post-16 destinations in preparation for their options.</p> <p>Receive an aspiration introduction to HE talk from Chester University (Subject to availability) in preparation for an end of year trip.</p>	<p>apprenticeships hub. Additionally students will receive a talk regarding the options process from a member of SLT (AK)</p> <p>Apprenticeships carousel (several Apprenticeship providers – based on availability) to develop understanding of careers options and make links with local businesses.</p> <p>Subject specific talk from tutors highlighting key skills required for and the many career roles within their subject specialism.</p> <p>Individual mentoring for bespoke target groups to promote engagement and improve aspirations.</p> <p>Students will be tasked to independently utilise the Unifrog platform to research various career roles and pathways in the lead up to the subject specific choices process.</p>	<p>Students will be prompted to further utilise the Unifrog platform to assess their own progress through the CIAG curriculum and identify key skills and qualities that can be used within workplaces.</p>
<p><b>Year 10</b></p>	<p>Students will receive an ‘How to apply for FE’ talk to prepare them for year 11 applications and the end of year trip to KCC.</p> <p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>Students will receive a presentation on making the most of their work experience placement from Elevate.</p> <p>Establish effective use of the online careers platform (Unifrog) – This will provide students with access to a huge range of CIAG resources at all times. It can track the progress made by</p>	<p>Work experience placements for all year 10 students at a workplace of either their choosing or (if unable to find own placement) arranged by an external partner (Elevate) based on personal preferences.</p> <p>Apprenticeships carousel (several Apprenticeship providers – based on availability) to develop understanding of careers options and make links with local businesses.</p> <p>Subject specific talk from tutors highlighting key skills required and qualifications required for and the many career roles within their subject specialism.</p>	<p>Students will receive a ‘Destinations’ Talk from a local FE provider.</p> <p>Educational trip to visit an FE establishment (Knowsley Community Centre) to raise attainment and improve aspirations.</p> <p>Students will be prompted to further utilise the Unifrog platform to assess their own progress through the CIAG curriculum and identify key skills and qualities that can be used within workplaces.</p>

	<p>the CIAG curriculum and supports learners with research into preferred career roles and the application processes.</p>	<p>Students will be tasked to independently utilise the Unifrog platform to research various career roles and pathways in the lead up to the subject specific choices process.</p>	
<b>Year 11</b>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect. Ongoing throughout the year.</p> <p>Application support available during after school workshops looking at destinations and CV writing.</p> <p>After school revision workshop delivered by a local university.</p> <p>Careers fair (organised with careers connect) to establish links with local business and post 16 education destinations.</p> <p>Embed the online careers platform (Unifrog) into students' application process – This will provide students with access to a huge range of CIAG resources at all times. Students can track the progress made throughout the CIAG curriculum and supports learners with research into preferred career roles and the application processes.</p> <p>Students can utilise the platform to finalise planning and writing applications for FE institutions.</p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect. Ongoing throughout the year.</p> <p>Apprenticeships carousel (several Apprenticeship providers – based on availability) to develop understanding of careers options and make links with local businesses.</p> <p>Subject specific talk from tutors highlighting key skills required and qualifications required for and the many career roles within their subject specialism.</p> <p>Students will be tasked to independently utilise the Unifrog platform to research various career roles and pathways in the lead up to the subject specific choices process.</p>	<p>Individual 1:1 interviews with a qualified careers advisor through careers connect. Ongoing throughout the year.</p> <p>Students will be prompted to further utilise the Unifrog platform to assess their own progress through the CIAG curriculum and identify key skills and qualities that can be used within workplaces.</p>

Please speak to our CIAG coordinator to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

There are times when the school will be unable to grant access. Limiting disruption to lessons will be our priority. With this in mind:

- Year 11 curriculum time will be refused
- A cohort of students that are required to be out of lessons repeatedly will be refused.

#### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

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

#### **4.5 Premises and facilities**

The school will make the sports hall, atrium and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the CIAG or a member of the pastoral team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception.

#### **5. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by G Jackson.