



Provider Access Policy Statement

King Alfred's Academy



This document applies to all academies and operations of Cambrian Learning Trust.

www.cambrianlearningtrust.org

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This policy applies to all schools in Cambrian Learning Trust.

1. Aims

This policy statement aims to set out the 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

The requirements and entitlements in sections 2 and 3 apply to every school in the trust that provides secondary education. Sections 2.1, 2.2, 4, 5 and 6 set out the details for the named school adopting the policy.

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 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our trust complies with these requirements across our schools.

2.1. The 6 encounters schools must offer to all pupils years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider 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 pupils

Further information can be found in King Alfred's Academy's Careers Guidance Policy.

2.2. Meaningful provider encounters

Each school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

King Alfred's Academy has the following aims:

- To inspire and support the growth of future aspirations for all students
- For all students to have a full and in-depth understanding of all post-16 and post-18 pathways
- For all students to understand the current labour market information to enable individuals to make informed career decisions and plan their career paths
- For all students to be given the opportunity to understand how the subjects they learn in school enable them to gain entry to, and prepare them for, a wide range of careers
- For all students to gain a variety of meaningful workplace, employer and employee experiences

Meaningful live online engagement is also an option at King Alfred's Academy.

3. Pupil entitlement

All pupils in years 8 to 13 in The Cambrian Learning Trust 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 options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1. Procedure

Outline the procedures that providers must follow when requesting access to students. It's likely that you'll have a named contact at each school to arrange this, but if you have someone centrally co-ordinating, provide their details.

Include the following contact details:

A provider wishing to request access should contact Jo Warren, Careers and Work Experience Manager.

Telephone: 01235 225700 ext 2245

Email: kacareersadmin@kas.cambrianlt.org

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:

YEAR	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8		Virtual careers fair delivered in PSHCE	
YEAR 9	KAreer Wanted – annual careers fair	Key Stage 4 options event	No encounters – encounters must have taken place by 28 February
YEAR 10	Post-16 technical education options assembly with local colleges	Work experience preparation sessions including taking careers quizzes	Work experience Meetings with careers advisor

	KAreer Wanted – annual careers fair Assembly and tutor group opportunities – apprenticeships		
YEAR 11	Post-16 provider and apprenticeships assemblies Meetings with careers advisor Support with Post-16 applications KAreer Wanted – annual careers fair	Apprenticeships – support with applications Meetings with careers advisor Support with Post-16 applications	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils
YEAR 12	KAreer Wanted – annual careers fair Work experience preparation sessions	Work experience Meetings with careers adviser	Technical/vocational tasters at local college/s, training providers Meetings with careers adviser
YEAR 13	KAreer Wanted – annual careers fair Post-18 assemblies – with higher and degree apprenticeship providers Apprenticeship application support	Meetings with careers adviser Apprenticeships – support with applications	No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all pupils

Please speak to our Careers and Work Experience Manager to identify the most suitable opportunity for you.

Whilst the above table is an indication of what King Alfred's Academy offers, it may be possible that events are held at a different time depending on the academic calendar and stakeholder availability.

4.3. Granting and refusing access

Requests for access should be directed to Jo Warren, Careers and Work Experience via email: kacareersadmin@kas.cambrianlt.org or via phone 01235 225700 ext 2245.

Access will be given for providers to attend during School assemblies, timetabled lessons or during School events. Students may also travel to visit a provider as part of a trip.

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.

Prior to any event, a risk assessment is completed and all visitors sent a copy of the "Safeguarding, Health and Well-being information for visitors" document.

4.5. Premises and facilities

King Alfred's Academy will provide an appropriate room or assembly hall, which will be agreed in advance. All rooms have access to computers, projectors and screens. A computer room can be arranged if required. The Careers and Work Experience Manager will work closely with the provider to ensure the facilities are appropriate to the audience. Providers will be met and supervised by a member of King Alfred's Academy staff who will facilitate the session.

5. Previous providers

In previous terms we have invited the following providers from the local area to speak to our pupils:

- Abingdon and Witney College
- Activate Learning
- BMW Group
- Eviosys
- Royal Navy

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- Abingdon and Witney College
- Activate Learning
- British Army
- Local employers and apprenticeship schemes
- Procision Football Academy
- Swindon College

Last year, our year 13 pupils moved to a range of providers in the local area after school:

- University of Oxford
- University of Cambridge
- Cardiff University
- University of Bristol
- University of Birmingham
- Oxford Brookes University
- Local employers and apprenticeship schemes

7. Complaints

Any complaints related to provider access can be raised following the [school complaints procedure](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

Other policies applicable to this document are as follows:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy

All School policies can be found on the [website](#).

9. Monitoring arrangements

The arrangements for managing the access of education and training providers to pupils is monitored by King Alfred's Academy's Senior Leadership Team.

This policy will be reviewed by Jo Warren, Careers and Work Experience Manager annually.

At every review, the policy will be approved by the board of trustees.

Next review: July 2026