

Provider Access Policy

2020 - 21



KAA: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose 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.

Covid Disclaimer

Due to the present circumstances, we are limiting visitors to both school sites, and are encouraging remote engagement where possible. With respect to on-site visitors, clear procedures are in place, including (but not limited to): wearing of a face mask/covering throughout the premises; a 'teacher zone' in every room; 2m+ distancing from students at all times; year group and class bubbles and zoning; thorough cleaning of spaces where a changeover or visit occurs. Our risk assessment can be viewed [here](#).

Pupil entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Maggie Haddad, our Careers Coordinator, on 0207 313 5800 or m.haddad@kaa.org.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into the school to speak to pupils and/or their parents/carers:

*Please note that opportunities highlighted in red are subject to ongoing review as a result of Covid. Some may be considered for virtual delivery.

	Autumn term	Spring term	Summer term
Year 7		Careers PSHE Creative industries workshop	Labour Market Information – Assembly (Careers - what sectors? New emerging sectors) Careers assembly series: <ul style="list-style-type: none"> • Careers - what sectors? New emerging sectors / Labour Market Information • Meet the employers - developing networking skills and confidence • Entrepreneurial spirit • How to get there - mapping back from an aspirational career
Year 8		Careers PSHE Creative industries workshop	Careers assembly series: <ul style="list-style-type: none"> • Careers - what sectors? New emerging sectors / Labour Market Information • Meet the employers - developing networking skills and confidence • Entrepreneurial spirit • How to get there - mapping back from

			an aspirational career
Year 9		<p>GCSE options evening</p> <p>GCSE options presentations and PSHE sessions</p> <p>How are the subjects I'm studying going to help me in my future career? - workshop</p> <p>Meetings with careers professional</p> <p>Careers carousel and introduction to university workshop</p>	<p>Careers assembly series:</p> <ul style="list-style-type: none"> • Careers - what sectors? New emerging sectors / Labour Market Information • Meet the employers - developing networking skills and confidence • Entrepreneurial spirit • How to get there - mapping back from an aspirational career
Year 10	<p>CVs and cover letters workshop / assembly ('Alternative Adjectives' Applying for work experience PSHE sessions</p> <p>Meetings with careers professional</p> <p>Parents' Evening</p>	<p>Young enterprise workshop</p> <p>Meetings with careers professional</p>	<p>Communication and conduct in the workplace – workshop / assembly</p> <p>Meetings with careers professionals</p> <p>Work Experience – 1 week</p> <p>Careers assembly series:</p> <ul style="list-style-type: none"> • Careers - what sectors? New emerging sectors / Labour Market Information • Meet the employers - developing networking skills and confidence • Entrepreneurial spirit • How to get there - mapping back from an aspirational career

<p>Year 11</p>	<p>Parents evening – progression</p> <p>Apprenticeships assembly</p> <p>Post-16 provider assemblies</p> <p>Meetings with member of SLT and parent/guardian</p> <p>Meetings with careers professional</p> <p>Post-16 applications support</p> <p>Post-16 coaching programme</p>	<p>Mock Results Evening</p> <p>Post-16 applications support – workshop</p> <p>Post-16 interviews support - workshop</p> <p>Meetings with careers professional</p> <p>Parents' Evening – apprenticeship hub & application support</p> <p>Post-16 coaching programme</p>	<p>Meetings with careers professional</p> <p>Results day</p> <p>Post-16 coaching programme</p>
<p>Year 12</p>	<p>PSHE employer talks</p> <p>Tutor period career activities and news quiz</p> <p>Academic society talks</p> <p>University / Apprenticeships Fair</p> <p>Meetings with careers professional</p> <p>Apprenticeships Assembly</p> <p>Work experience – school holidays only</p>	<p>PSHE employer talks</p> <p>Tutor period career activities and news quiz</p> <p>Academic society talks</p> <p>Post-18 assembly – higher and degree apprenticeships</p> <p>Meetings with careers professional</p> <p>Parents' Evening</p> <p>CV & Cover Letter Workshops</p> <p>Work experience – school holidays only</p> <p>Introduction to University series (PSHE) and subject taster lectures</p>	<p>PSHE employer talks</p> <p>Tutor period career activities and news quiz</p> <p>Academic society talks</p> <p>Meetings with careers professional</p> <p>Interview and Application Skills workshop</p> <p>UCAS day</p> <p>Work experience – school holidays only</p> <p>Careers assembly series:</p> <ul style="list-style-type: none"> • Careers - what sectors? New emerging sectors / Labour Market Information • Meet the employers - developing networking skills and confidence

			<ul style="list-style-type: none"> • Entrepreneurial spirit • How to get there - mapping back from an aspirational career
Year 13	PSHE employer talks Tutor period career activities and news quiz Academic society talks Parents' Evening Interview workshop (Higher Education)	PSHE employer talks Tutor period career activities and news quiz Academic society talks Interview and Application Skills workshop (Apprenticeships)	PSHE employer talks Tutor period career activities and news quiz CV Workshop Results day

Please speak to our Careers Lead to identify a suitable opportunity to support, or to discuss the potential for holding or developing a new activity.

Premises and facilities

The school will make the main hall, classrooms, library, theatre, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available 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 or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead, to be added to the Careers Resource Centre. This is available to all students.