

# Provider Access Policy



## *Lunesdale Learning Trust*

	<b>Position/Committee</b>	<b>Date</b>
<b>Prepared by</b>	C Harrison	Dec 2017
<b>Chair of Trustees</b>	F Pearson	Dec 2017
<b>To be reviewed</b>	Annually	Dec 2018

## **Introduction**

This policy statement sets out the Lunesdale Learning Trust's arrangements for managing the access of providers to students at QES and QESstudio for the purposes of giving them information about the provider's education or training offer. This complies with the MAT's legal obligations under Section 42B of the Education Act 1997.

## **Student entitlement**

Students 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 evenings, 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 *Carla Hughes, Careers Administrator*.

Telephone: 015242 71275; Email: *c.hughes@lunesdale-lt.com*

### Opportunities for access

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

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>		Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities
<b>Year 9</b>	Employability assembly  KS4 Options fair  Career Pathway assemblies  Job Cluster assembly	Start*	Business and Enterprise Day - July
<b>Year 10</b>	Apprenticeship Evening ( <i>Networking event with providers and employers</i> ) - Oct  Working Lunches**	Enterprise Day – Jan  PD sessions  Working Lunches**  Start*	World of Work Programme:  <ul style="list-style-type: none"> <li>• CV writing</li> <li>• Personal Statements</li> <li>• Work Ready Day - June</li> <li>• Mock Interviews – June</li> <li>• Work Experience – July</li> </ul> Apprenticeship Evening ( <i>Networking event with providers and employers</i> ) – April  Working Lunches**
<b>Year 11</b>	Apprenticeship Evening ( <i>Networking event with</i>	Post 16 evening  Post 16 taster sessions	Apprenticeship Evening ( <i>Networking event with</i>

	Autumn Term	Spring Term	Summer Term
	<p><i>providers and employers</i>) - Oct</p> <p>Careers Fair</p> <p>Year assemblies</p> <p>Life Skills – assembly on opportunities at 16</p> <p>Working Lunches**</p>	<p>Working Lunches**</p> <p>Year assemblies</p> <p>Start*</p>	<p><i>providers and employers</i>) - April</p> <p>Year assemblies</p> <p>Promotion of Work Experience during summer holiday</p> <p>Working Lunches**</p>
<b>Year 12</b>	<p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - Oct</p> <p>Higher Education Fair</p> <p>Post 18 assembly – apprenticeships</p> <p>UCAS Express – every Wednesday</p> <p>Working Lunches**</p>	<p>Small group sessions: future education, training and employment options</p> <p>St Mary’s training opportunity</p> <p>PD programme:</p> <ul style="list-style-type: none"> <li>• A year in industry</li> <li>• Self-employment</li> <li>• UCAS Express</li> </ul> <p>Start*</p> <p>Working Lunches**</p>	<p>Small group sessions: future education, training and employment options</p> <p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - April</p> <p>UCAS Launch</p> <p>Assemblies – ‘A year in industry’</p> <p>Project Trust – Gap year</p> <p>World of Employment</p> <p>Planning for the future</p> <p>Activities week – work experience in July</p> <p>Working Lunches**</p>
<b>Year 13</b>	<p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - Oct</p>	<p>Business and Enterprise speaker</p> <p>Mock interviews for post-18 destinations</p> <p>Interview preparation in PD</p> <p>Working Lunches**</p>	<p>Apprenticeship Evening (<i>Networking event with providers and employers</i>) - April</p> <p>Working Lunches**</p>

	Autumn Term	Spring Term	Summer Term
	Workshops – HE and higher apprenticeship applications  Kendal College talk – apprenticeships  Working Lunches**		

Start\*. Start is an innovative and easy-to-use careers guidance software helping young people make better and more informed choices about their career path. By using this software, students can learn more about differing occupations. Opportunities for students to further explore through e.g. work shadowing, work place visits is welcomed. <https://www.startprofile.com/about-start/>

Working lunches\*\*. One lunchtime per week (13:20 to 14:20) students have access to a professional partner to ask them career related questions e.g. one week a representative from the NHS, the following week a chef.

The Lunesdale Learning Trust seeks to provide students with a wide variety of work experience activities including, extended placements, work related projects, volunteering, enterprise activities, curriculum linked workplace visits and talks, business simulation challenges, mentoring, work tasters and work shadowing. Any support with any of these activities is warmly welcome.

In addition to the above, our careers team are on hand to promote the opportunities you have to offer through our websites, internal emails and noticeboards around school. Please contact Carla Hughes our Careers Administrator at [c.hughes@lunesdale-lt.com](mailto:c.hughes@lunesdale-lt.com) to identify the most suitable medium for your business needs.

### QEstudio – Professional Partners

At the heart of QEstudio is a belief that our students will one day soon become the next generation to grow and develop our local economy. We fully appreciate that to tailor Programmes of Study to meet the needs of local industries relies on consultation and contribution from our network of professional partners. This group of socially responsible businesses support our work in a whole range of ways, dependent upon the needs and capacity of their businesses. If you are interested in becoming one of our professional partners, please contact Kate D’Arcy, Co-ordinator at QEstudio, [K.Darcy@gestudio.org.uk](mailto:K.Darcy@gestudio.org.uk). Further information is also available at <http://www.gestudio.org.uk/partners-new/>.

### Safeguarding

Our Child Protection Policy and Safeguarding action plan outlines our schools’ procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

## **Premises and facilities**

The Lunesdale Learning Trust have a range of facilities that can be made available including our Main Theatre, Harlequin Theatre, Castle Suite, classrooms or private meeting rooms for discussions between the provider and students, as appropriate to the activity. The Lunesdale Learning Trust 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 Administrator or a member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by our Careers Administrator. The Resource Centre is available to all students at lunch and break times.

## **Approval and review**

Approved *Jan 2018* by Lunesdale Learning Trust, Trust Board

Next review: *Dec 2018*

Signed: F Pearson, Chair of Trustees

Signed: C O'Neill, Headteacher of QES

Signed: A Wilkinson, Principal of QESudio