

Provider Access Policy

Leigh Academy Tonbridge

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Introduction

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

There has never been a time when career guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study. Leigh Academy Tonbridge is committed to providing a planned programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7 to 13. CEIAG will be an integrated part of all subject areas. This includes skills for life such as self-awareness, decision making, opportunity awareness and transition skills. The academy is also committed to developing employability skills and ensuring students are well equipped for the current and future labour market. All staff at Leigh Academy Tonbridge will play an active role in preparing students for their next steps and future employment through tutor time, subject lessons and a structured careers programme.

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty that all pupils receive independent, impartial advice and guidance regarding all options within the academy; how they will affect their options after school; and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after school, whichever path they choose.

Pupil Entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (Year 8 to 9) and two encounters for pupils during the 'second key phase' (Year 10 to 11). For pupils in the 'third key phase' (Year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the 'Making it meaningful' checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

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

West Kent Housing Association
 Runway Training
 North Kent College
 Kent Fire and Rescue
 British Army
 Royal Air Force
 Royal Navy

Management of provider access requests

Procedure

A provider wishing to request access should contact Patrick Bidder, Assistant Principal by e-mail at patrick.bidder@latonbridge.org.uk

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

	<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
Year 7	Aspire Tutor Group Programme Themed Cohort Assemblies	Aspire Tutor Group Programme Themed Cohort Assemblies Leigh Academy Tonbridge Careers Fair National Careers Week	Aspire Tutor Group Programme Themed Cohort Assemblies University Visit (Canterbury) Kent Fire and Rescue Service
Year 8	Aspire Tutor Group Programme Themed Cohort Assemblies	Aspire Tutor Group Programme Themed Cohort Assemblies Leigh Academy Tonbridge Careers Fair National Careers Week	Aspire Tutor Group Programme Themed Cohort Assemblies Kent Fire and Rescue Service

Year 9	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Independent 1:2:1 Career Guidance</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Leigh Academy Tonbridge Careers Fair</p> <p>National Careers Week</p> <p>West Kent Housing Association</p> <p>Runway Training Apprenticeship Bus (North Kent College)</p> <p>Independent 1:2:1 Career Guidance</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Work Shadowing</p> <p>Independent 1:2:1 Career Guidance</p>
Year 10	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>LAT Apprenticeships</p> <p>Independent 1:2:1 Career Guidance</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Leigh Academy Tonbridge Careers Fair</p> <p>National Careers Week</p> <p>Runway Training Apprenticeship Bus (North Kent College)</p> <p>Independent 1:2:1 Career Guidance</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Work Shadowing</p> <p>Independent 1:2:1 Career Guidance</p>
Year 11	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>LAT Apprenticeships</p> <p>Post-16 Guidance Evening</p> <p>Independent 1:2:1 Career Guidance</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Leigh Academy Tonbridge Careers Fair</p> <p>National Careers Week</p> <p>Runway Training Apprenticeship Bus (North Kent College)</p> <p>1:2:1 Post 16 Interviews</p> <p>Independent 1:2:1 Career Guidance</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Independent 1:2:1 Career Guidance</p>
Year 12	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>LAT Apprenticeships</p> <p>Independent 1:2:1 Career Guidance</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>Leigh Academy Tonbridge Careers Fair</p> <p>National Careers Week</p>	<p>Aspire Tutor Group Programme</p> <p>Themed Cohort Assemblies</p> <p>1 Week Work Experience</p> <p>Independent 1:2:1 Career Guidance</p>

		Runway Training Apprenticeship Bus (North Kent College) Independent 1:2:1 Career Guidance	
Year 13	Aspire Tutor Group Programme Themed Cohort Assemblies LAT Apprenticeships Independent 1:2:1 Career Guidance	Aspire Tutor Group Programme Themed Cohort Assemblies Leigh Academy Tonbridge Careers Fair National Careers Week Runway Training Apprenticeship Bus (North Kent College) Independent 1:2:1 Career Guidance	Aspire Tutor Group Programme Themed Cohort Assemblies Independent 1:2:1 Career Guidance

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 Leader or a member of their team. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers area of the school library, which is managed by the school librarian. The school library is available to all pupils at lunch and break times.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure.

Approval and review

Last review: July 2024
Next review: July 2025