



# CAREERS PROVIDER ACCESS POLICY STATEMENT

This is a Category B policy. It applies to all schools with secondary provision in the Trust, with school-specific elements approved by the Local Academy Committee. It is a statutory policy which must be published on the website of schools with secondary provision.

Last review date	June 2025
Date approved by the Trust Board	June 2025
Date for next review	June 2026

<b>Approved by Mounts Bay Academy Local Academy Committee for the (2025/26) academic year</b>	
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## Document Control

Document version numbering will follow the following format. Whole numbers for approved versions, eg 1.0, 2.0, 3.0 etc. Decimals will be used to represent the current working draft version, eg 1.1, 1.2, 1.3 etc. For example, when writing a procedural document for the first time the initial draft will be version 0.1.

The table below provides details of the changes made to this document, to inform those reviewing and approving the document.

Document Edition	Section	Details of Change
0.1	All	New Trust Category B policy, informed by Cornwall Careers Hub and The Key model templates.
1.0	All	Approved by Trust Board 19 June 2024.
2.0	All	Approved by Trust Board 30 June 2025.

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## Introduction

The Leading Edge Academies Partnership (the 'Trust') is a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are fortunate to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

We offer a values-based education to the communities we serve and welcome employees, pupils, parents/carers and volunteers from all different ethnic groups and backgrounds. The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success.

The term 'Trust Community' includes all employees, trustees, governors, pupils, parents/carers, volunteers and visitors.

We are a values-based Trust, which means all actions are guided by our three 'Es' as follows:

- **Excellence** – 'Outstanding quality'
- **Evolution** – 'Continuous change'
- **Equity** – 'Fairness and social justice'

This policy is based on the values of '**Excellence**' and '**Equity**'

## Related policies and documents

This policy should be read in conjunction with our:

- Safeguarding and Child Protection Policy
- Careers Plan

## Legislation and guidance

Secondary schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to pupils in Years 8 to 13.

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 which provide secondary education from Years 8 to 11.

This policy complies with our funding agreement and articles of association.

## Aims

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps pupils to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

The Trust is committed to ensuring there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships. The Trust is fully aware of the responsibility to set young people on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

This policy statement aims to

- develop the knowledge and awareness of our pupils of all career pathways available to them, including technical qualifications and apprenticeships.
- support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- reduce drop out from courses and avoid the risk of young people becoming NEET (not in education, employment or training).
- set out the arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer, including:
  - 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

## **Statutory requirements**

Secondary schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of six encounters with technical education or training providers to all pupils in years 8 to 13. Only four of these apply to the secondary schools in our Trust, as they do not serve pupils beyond Year 11.

### **The four encounters schools must offer to all pupils in Years 8 to 11 in our Trust schools**

Schools must offer:

- Two 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
- Two 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

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 will not count towards these requirements.

Each school is committed to providing meaningful encounters to all pupils. One encounter is defined as one meeting/session between pupils and one provider.

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

At Mounts Bay Academy we comply with this through a programme of careers activities as detailed in our Careers Plan.

## **Pupil entitlement**

All pupils in years 8 to 11 in the 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

## **Management of provider access requests at Mounts Bay Academy**

### **Procedure**

A provider wishing to request access should contact:

Name: Lindsay Masters

Telephone: 01736 363240 Ext 135

Email: [lmasters@mountsbayacademy.org](mailto:lmasters@mountsbayacademy.org)

### **Opportunities for access**

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

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Careers lessons in RSE and Employability skills. STEM and Employer assemblies/presentations. Access to on-line careers resources and support through Unifrog.	Careers Week assemblies Careers in Tutor Time Linking careers in the curriculum in lessons	Apprenticeship Assembly and follow up Workshops

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	<p>Careers Fair/Employer Talks with 10+ Employers/Training providers.</p> <p>Employer Assemblies/Presentations.</p> <p>Access to 1:1 careers guidance.</p> <p>Access to careers resources and support through Unifrog.</p>	<p>Careers lessons in RSE</p> <p>Careers in Tutor Time</p> <p>Careers Week assemblies</p> <p>Linking careers in the curriculum in lessons</p> <p>KS4 Options</p> <p>University Visit and Insight into HE</p>	
YEAR 10	<p>Careers Fair/Employer Talks with 10+ Employers/Training providers.</p> <p>Work experience preparation sessions.</p> <p>Employer Assemblies/Presentations.</p> <p>Work Experience Parents Information Evening.</p> <p>Access to 1:1 careers guidance.</p> <p>Extended Work Experience.</p>	<p>RSE and Tutor Group opportunities – Careers/employment rights/interview skills.</p> <p>National Careers Week assemblies.</p> <p>Linking careers in the curriculum in lessons.</p> <p>Brilliant Club Scholars Programme.</p> <p>Post 16 Technical Education Options assembly with 2 x FE Colleges.</p>	<p>Apprenticeship Assembly / Workshops.</p> <p>Work Experience week.</p> <p>Technical/vocational experience days at Penwith &amp; Truro College and the Cornwall College Group.</p> <p>Teambuilding skills session with the Armed Forces.</p>
YEAR 11	<p>Post-16 providers Assemblies.</p> <p>Y11 Parents Evening</p> <p>1:1 Meetings with Careers Adviser.</p> <p>Careers Fair/Employer Talks with 10+ Employers/Training providers</p> <p>CV Writing Workshops</p> <p>Mock Interviews</p> <p>Extended Work Experience</p> <p>Post-16 applications</p>	<p>Post-16 interviews.</p> <p>Apprenticeship Workshops.</p> <p>National Careers Week Assembly and Workshops.</p> <p>Transition Support for SEN with Post 16 providers.</p> <p>Access to careers resources and support through Compass.</p>	<p>Confirmation of post-16 education and training destinations for all pupils.</p>

Please speak to Lindsay Masters Careers Leader to identify the most suitable opportunity for you.

## **Safeguarding**

Our Safeguarding and 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.

## **Premises and facilities**

The school will provide an appropriate room or assembly hall to be agreed, as appropriate to the activity. IT and other equipment to support provider presentations will be provided as agreed in advance of the visit. Providers should discuss their requirements with Lindsay Masters.

The school will consider meaningful online engagement encounters where requested.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception which will be distributed to relevant students, promoted in our newsletter or emailed directly to students/parents.

## **Previous providers**

In previous years Mounts Bay Academy has invited the following providers from the local area to speak to our pupils:

Armed Forces, The Cornwall College Group, CSMS, Cornwall Council, Celtic Sea Power, Cornwall Fire and Rescue, Devon and Cornwall Police, DPN, Exeter Maths School, Focus Training Group, GEL Energy, IOSSG, NHS, Penwith & Truro College, Pendennis Shipyard, Plymouth Argyle, Software Cornwall, Spaceport Cornwall

## **Pupil destinations**

Last year, year 11 pupils at Mounts Bay Academy moved to a range of providers in the local area after school: Penwith & Truro College, Cornwall College Camborne, Camborne School of Maths & Science, Duchy College, Exeter College, Hartpury, Purcell Music School, Wilkes Academy of Performing Arts, Apprenticeship pathways

## **Complaints**

Any complaints related to provider access can be raised via the Trust Complaints Policy available on the [Trust's website](#).

## **Monitoring arrangements**

This policy statement will be reviewed annually by the Trust and approved by the Trust Board. It is a Category B policy and applies to all schools with secondary provision in the Trust, with school-specific elements approved by the Local Academy Committee.

The Trust will monitor implementation in all Trust schools, and implementation of the policy statement at school level will also be monitored by the Local Academy Committee.

The Trustee who oversees careers provision is Tony Cooke.

The governor on the Mounts Bay Academy Local Academy Committee who oversees careers provision is Andy Frazer.