



Keswick School: Provider Access Policy Statement

1. Policy Statement

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** and the **Provider Access Legislation (PAL)** statutory guidance.

2. 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, T Levels, Higher Technical Qualifications (HTQs), and apprenticeships—through options events, assemblies, group discussions, and taster events.
- **To understand** how to make applications for the full range of academic and technical courses.

3. Statutory Provider Encounters Schedule

In accordance with the Provider Access Legislation (PAL), Keswick School ensures a minimum of **six mandatory encounters** with providers of approved technical education qualifications or apprenticeships across three key phases:

Phase 1: Key Stage 3 (Years 8 & 9)

- **Requirement:** At least two encounters for **all** pupils during the school day.
- **Timing:** Scheduled between **1 September in Year 8** and **28 February in Year 9**.

Phase 2: Key Stage 4 (Years 10 & 11)

- **Requirement:** At least two encounters for **all** pupils during the school day.
- **Timing:** Scheduled between **1 September in Year 10** and **28 February in Year 11**.

Phase 3: Key Stage 5 (Years 12 & 13)

- **Requirement:** At least two encounters made available to Key Stage 5 pupils.
- **Timing:** Scheduled between **1 September in Year 12** and **28 February in Year 13**.



4. Mandatory Encounter Structure

Each provider visit delivered under this statutory framework will guarantee:

1. **Qualifications Information:** Details about the provider and the specific approved technical qualifications, T Levels, HTQs, or Higher/Degree Apprenticeships offered.
2. **Career Pathways:** Information on the potential career pathways and progression routes resulting from those qualifications.
3. **Student Experience:** Insights into what learning, studying, or training with that provider is like.
4. **Interactive Q&A:** Opportunity for pupils to ask live questions directly to the provider.

5. Management of Provider Access Requests

Contact Information

A provider wishing to request access to students should contact the CEIAG Lead

- **Careers Leader / Head of CEIAG:** Sophie Mills
- **Telephone:** 017687 72605 (Ext 233)
- **Email:** sophiemills@keswick.cumbria.sch.uk

6. Opportunities for Access & Planned Events

The school offers a range of events, integrated into our careers curriculum, where providers can speak to pupils and/or their parents/carers:

Year Group	Planned Event(s)	Term / Timing Window
Year 8	Careers Talk (Assembly) PD Careers Units Use of Unifrog Future Fridays Employer visits WEX opportunities (Trips & Virtual) Subject-specific career links across the wider curriculum	Autumn, Spring, Summer Terms
Year 9	Careers Talk (Assembly) Visits from Technical Qualification & Apprenticeship providers PD Careers Units Use of Unifrog Future Fridays Employer visits WEX opportunities (Trips & Virtual) Subject-specific career links across the wider curriculum	Autumn, Spring, Summer Terms
Year 10	Careers Talk (Assembly) Visits from Technical Qualification & Apprenticeship providers PD Careers Units Use of Unifrog WEX Week CV Writing.	Autumn, Spring, Summer Terms

	Opt-In Careers Talks Careers Bulletin Subject-specific career links across the wider curriculum	
Year 11	Careers Talk (Assembly) Visits from Technical Qualification & Apprenticeship providers PD Careers Units Use of Unifrog Year 11 Careers Day 1-1 Inspira Interviews CV Writing Opt-In Careers Talks Careers Bulletin Subject-specific career links across the wider curriculum	Autumn, Spring, Summer Terms
Year 12	Careers Talk (Assembly) Opt-In Careers Talks Higher Education visits 1-1 Inspira Interviews Employer & Provider visits Use of Unifrog PD Careers Sessions Subject-specific career links across the wider curriculum	Autumn, Spring, Summer Terms
Year 13	Careers Talk (Assembly) Opt-In Careers Talks Higher Education visits Employer & Provider visits PD Careers Sessions Subject-specific career links across the wider curriculum	Autumn, Spring, Summer Terms

Note: Statutory PAL provider encounters for Key Stage 3 (Years 8–9) and Key Stage 4 (Years 10–11) are scheduled to take place within the mandatory DfE window prior to 28 February in Years 9 and 11.

Please contact the Careers Leader Sophie Mills to identify the most suitable opportunity for your institution.

7. Premises, Facilities, and Visitor Procedures

- **Facilities Available:** The school will make classrooms, lecture areas, or the main hall available for discussions between providers and pupils, as appropriate to the activity.
- **AV / IT Support:** Audio-visual equipment (projectors, screens, microphones, and virtual live-stream capabilities) can be arranged in advance through the Careers Leader.
- **Course Literature:** Providers are welcome to leave copies of their prospectus or relevant literature with the Careers Leader for display in the Careers Library.

Grounds for Granting or Refusing Access

Requests will be evaluated based on:

- Timetable constraints and room availability.
- Alignment with the school's overall planned careers curriculum.
- Non-disruption to internal or external examination periods (e.g., GCSE/A-Level mocks or official exams).

*All visiting providers must adhere to Keswick School's **Safeguarding & Visitor Policy**.*

8. Provider Assurance

Visiting providers must give assurance, in accordance with DfE guidance, that they are attending for the purpose of informing students about approved technical qualifications or apprenticeships, rather than solely promoting their institution for commercial recruitment purposes.

9. Approval and Review

- **Approved by Governors:** October 2025
- **Next Review Date:** October 2026

