ALAMEDA MIDDLE SCHOOL

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CAREERS PROVIDER ACCESS POLICY

Careers Guidance and

Provider Access Statement

October 2026

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CAREERS PROVIDER ACCESS POLICY

INTRODUCTION

This policy statement sets out the school's arrangements for managing the access of providers to Alameda Middle School for the purpose of giving them information about the provider's education or training offer. This policy complies with the school's legal obligations under Section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022.

The Careers Leader will monitor implementation of this policy annually through evaluation of provider encounters, pupils feedback, destination information and review by governors.

Alameda is committed to ensuring that all pupils, including those with SEND and disadvantaged pupils have equal access to provider encounters.

PUPIL ENTITLEMENT

All pupils of Secondary school age are entitled to:

- 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.

We work in partnership with Redborne Upper School to ensure that all pupils will receive the required provider encounters during key stage 3.

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.

MANAGEMENT OF PROVIDER ACCESS REQUESTS

A provider wishing to request access should contact:

Mrs H Sibley, Assistant Headteacher, Careers Leader at hsibley@alamedamiddleschool.org.uk or careers@alamedamiddleschool.org.uk or call 01525 750900.

OPPORTUNITIES FOR ACCESS

The school offers two provider encounters required by law 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.

	Provider encounters
Year 5	Opportunities through curriculum time in all subjects not just PSHE. Trips and visitors to the school.
Year 6	Opportunities through curriculum time in all subjects not just PSHE. Trips and visitors to the school.
Year 7	Opportunities across the curriculum in all subjects not just the PSHE curriculum. Assemblies, employer talks Visitors into school discuss their career pathways and options available to them. PSHE lessons pupils focus on a career's unit of work. Pupils have opportunities to hear from professionals. Trips.
Year 8	Opportunities across all curriculum areas. Pupils have received visits from individuals from different work environments. A focused scheme of work in PSHE lessons. Employer event for pupils, carousel of employers. Visits to upper school as part of transition. Assemblies, employer talks. Assembly delivered by an apprenticeship provider or current apprentice.
Other opportunities throughout school	Alameda Leadership Committee – School council Sports leaders Office assistant – available to all year 8 across the year Transition ambassadors Reading and numeracy mentors Careers displays – subject specific in classrooms Career of the week in weekly check in Careers week assemblies

PREMISES AND FACILITIES

Alameda 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 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 staff with jurisdiction. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the library, which is managed by the school librarian. The library is available to all pupils at lunch and break times, and for every class once a week in lessons.

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 Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

As a middle school, there will be liaison with upper schools as to areas that will be covered when pupils transition into year 9. As a school, we introduce careers – related activities across the whole school, and pupils from year 5 upwards will have meaningful encounters with a range of employers through assemblies and cross-curricular or extra-curricular events.

COMPLAINTS

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk