



Careers Provider Access Policy

Ref. C017b

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Document Control

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Prosper Learning Trust (*Previously CHS Learning Trust and Piper Hill Learning Trust*) is a Multi Academy Trust. Registered in England and Wales - number 10872612
Registered Office: Piper Hill High School, Firbank Road, Wythenshawe, M23 2YS

The Prosper Learning Trust has a number of Trust-wide policies which are adopted by all schools/academies in the Trust to ensure an equitable and consistent delivery of provision.

The Trust Board has responsibility for the operation of all schools/academies and the outcomes of all students however responsibility is delegated to the Local Governing Body of each school via the Scheme of Delegation.

Within our policies reference to:

- Governing Body / Governors relates to the members of the Local Governing Body representing the Trust Board.
- School includes reference to school, academy or free school unless otherwise stated.
- Headteacher includes reference to Headteacher, Principal or Head of School of the school, academy or free school.

1. Aims

- 1.1. This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.
- 1.2. It sets out:
 - 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

2. Statutory requirements

- 2.1. Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.
- 2.2. Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.
- 2.3. This is outlined in section 42B of the [Education Act 1997](#).
- 2.4. This policy shows how our school complies with these requirements.

3. Student entitlement

- 3.1. All students in years 8 to 11 at Newall Green High School are entitled to:
- 3.2. 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
- 3.3. Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- 3.4. Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1. Procedure

At Newall Green High School we welcome a wide range of providers into our school to help support the CEIAG provision for all of our students. We have a range of established events throughout the school year to support students in different year groups and cohorts. We welcome new opportunities to work with existing and new external providers to develop innovative and exciting learning experiences for our children.

A provider wishing to request access should contact:

- Kevin Buchanan, Assistant Headteacher who is our Careers Lead for the school.
- Telephone: 0161 413 8546

- Email: admin@newallgreenhigh.manchester.sch.uk

4.2. Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Established events are detailed in the table below:

	Autumn term	Spring term	Summer term
Year 7	<i>Resilience and Well-being – work/learning and life balance skill set.</i>	<i>World of Work and Citizenship values assemblies and curriculum input</i>	<i>Mini Career fair and enterprise sessions + Alumni Support</i>
Year 8	Future Careers Provider Event	<i>University and College pathway experiences + Alumni Support</i>	<i>Careers and enterprise workshops</i>
Year 9	<i>Assembly and tutor group opportunities - employability skills + Alumni Support</i>	<i>Key Stage 4 options event</i>	Future Careers Provider Event
Year 10	Future Careers Provider Event	<i>Networking event with providers and employers</i>	<i>Work experience preparation sessions</i> <i>Work experience</i>
Year 11	<i>Assembly on opportunities at 16</i> Future Careers Provider Event	<i>Post-16 evening</i> <i>Post-16 taster sessions</i> <i>Apprenticeships – support with applications</i>	<i>Additional 1-1 support and pathway transition</i>
All Year Groups	<i>Employer Encounter Experiences</i> <i>Look, Learn, Lunch and Link with programme involving a range sectors and providers.</i>	<i>Employer Encounter Experiences</i>	<i>Employer Encounter Experiences</i>

Please speak to our Careers Lead (Kevin Buchanan: Assistant Headteacher) to identify the most suitable opportunity for you.

4.3. Granting and refusing access

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the Academy day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Headteacher.

4.4. Safeguarding

Our safeguarding/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. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the Academy's website.

4.5. Premises and facilities

The School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We 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 Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Lead who will distribute the relevant information to pupils and place copies in the School's careers hub

5. Monitoring arrangements

- 5.1. The school's arrangements for managing the access of education and training providers to students is monitored by Kevin Buchanan, Assistant Headteacher and will be reviewed by the Headteacher and School Improvement Board.