



Provider Access Policy

Document provenance

This policy was approved as follows –	
Jane Millward, Deputy Chief Executive	Date: January 2018
Frequency of review: every two years	Next review date: January 2020
ELT Owner: Deputy Chief Executive	Author: Andrew Mackereth, RED Daventry

Provider Access Policy

1. Introduction and purpose

- 1.1 This policy statement sets out the academy's arrangements for management the access of providers to pupils at the academy for purposes of giving them information about the provider's education or training offer.

2. Scope

- 2.1 This policy applies to all staff and students at [name of academy] and to any providers wishing to request access.

3. Legislation and regulation

- 3.1 This policy complies with our legal obligations under Section 42B of the Education Act 1997.

4. Student entitlement

- 4.1 Students in years 8-13 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

5. Management of provider access requests

Procedure

- 5.1 A provider wishing to request access should contact:

Glen Levy, Assistant Head Teacher

Telephone: 0121 4643931 Email: Glenroy.levy@e-act.org.uk

Opportunities for access

- 5.2 A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 7	Skills and guidance linked to the personal development programme	Skills and guidance linked to the personal development programme	Skills and guidance linked to the personal development programme
Year 8		KS4 Options event Personal development and growth mindset course	Kudos Careers guidance workshop

	Autumn Term	Spring Term	Summer Term
Year 9		KS4 options event	Kudos Careers guidance workshop
Year 10	Work experience preparation assemblies.	Work experience	Apprenticeship assemblies delivered by an external provider. 1:1 careers interviews with an independent careers advisor.
Year 11	1:1 careers interviews with an independent careers advisor. Post-16 open evening information from local providers given to students. Careers and post-16 options assembly.	Apprenticeship assemblies delivered by an external provider. 1:1 careers interviews with an independent careers advisor. Careers and post-16 options assembly. External providers evening for local post-16 providers.	Sixth Form interviews

6. Premises and facilities

- 6.1 The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy 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.
- 6.2 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 academy librarian. The Resource Centre is available to all students at lunch and break times.

7. Responsibilities

- 7.1 The following responsibilities apply in relation to this policy:
- Deputy Chief Executive has overall accountability for this policy.
 - Deputy Chief Executive – has overall responsibility for ensuring implementation and compliance within all E-ACT secondary academies.
 - Regional Education Directors – have delegated responsibility for implementation and compliance within their regions.
 - Headteachers – have responsibility to ensure that the policy is fully implemented in their academy and that provisions in other policies, such as Visit Speaker policy are adhered to.
 - Teachers – have a responsibility to ensure that students have sufficient access to visiting providers as part of a planned programme of CEIAG activities.
 - All staff – have a responsibility to cooperate fully with the provisions of this policy.

8. Approval and review

- 8.1 This policy will be reviewed annually by the academy and approved by the Regional Education Director.