



Provider

Access

Policy

History of document: To be reviewed annually and re-approved every three years, or sooner if deemed necessary.

Issue number	Author	Date written	Approved by Board	Comments
1	C Burt	02 July 2018	27 Nov 2018	

1. Aims

This policy statement sets out the Trust's arrangements for managing the access of education and training providers to students for the purpose of giving them information about the provider's education or training offer. 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

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. This complies with a school's legal obligations under Section 42B of the [Education Act 1997](#).

This policy shows how our Trust complies with these requirements at St Aidan's CE High School.

3. Student entitlement

All students in Years 8 to 13 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
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact St Aidan's CE High School via Denise Bennett, Head of Careers/Careers Leader, to discuss how appropriate and relevant their visit may be.

Telephone: 01423 818534

Email: d.bennett@staidans.co.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. These include:

An annual careers evening to which providers are invited to talk to Year 8 to 13 students, and/or their parents/carers, about relevant opportunities related to the theme of the event e.g. STEM, Humanities, Languages, Business, Creative and Performing Arts.

Information evenings for parents/carers on Post 16 and Post 18 Options.

Career information talks by former students on apprenticeship programmes and college courses.

Sixth Form Conference where providers come into talk to students about apprenticeship opportunities

In addition, we publicise events organised by providers and where appropriate take students to these as follows:

Year 9, 10, 11 and 12 students visit FE colleges for College Pathway courses, bespoke visits, open days and taster days

Students are informed about the National Apprenticeship Fair at GYS in September and Leeds Apprenticeship event in March annually

In the St Aidan's Careers Department, we hold copies and distribute provider's prospectus and there are links to their websites on the Careers Department section of the St Aidan's website. We also provide students in Year 11 and 12 with Post 16 and Post 18 Option Booklets, which includes information on all providers as well as contact details.

The school employs three qualified Career Advisers who offer impartial careers information, advice and guidance to help ensure students can make informed career decisions about their next steps. They support students with applications to other providers and where appropriate liaise with providers to ensure a smooth and supported transition to further education and apprenticeships.

4.3 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. The school 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 Head of Careers/Careers Leader

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Department, which is accessible to all students at all times.

Access will be at the discretion of the school and will be judged on the nature of the provider, the appropriateness of the offering and the availability of the necessary space at a suitable time. Although access may be declined for a particular reason, it may be possible to agree an alternative arrangement.

5. Links to other policies

- Safeguarding/child protection policy
- Careers Department policy for CEIAG
- Curriculum policy

6. Monitoring arrangements

The Trust's arrangements for managing the access of education and training providers to students at St Aidan's CE High School is monitored by Denise Bennett, Head of Careers/Carers Leader.