



Provider Access Policy

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

Version	Author	Date written	Approved	Comments
V1	C.Burt	02 Jul. 2018	27 Nov. 2018	
V2	L.Claringbold	08 Oct. 2021	07 Dec 2021	

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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 7 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
- Students in **Years 7-10** will follow a careers programme which is delivered by Form Tutors, Careers Staff and guest speakers through registration activities, assemblies and off-timetable events (as appropriate). All students will have access to face-to-face impartial guidance at individual point of need
- Students in **Years 11** will follow a careers programme which is delivered by Form Tutors, Careers Staff and guest speakers through registration activities, assemblies and off-timetable events (as appropriate). All students will have access to at least one individual, impartial guidance meeting to support transition to post-16 provision
- Students in **Year 12** will follow a careers programme focused on post-18 transition which is delivered by Senior Tutors, Careers Staff and guest speakers through tutorials, assemblies and off-timetable events (as appropriate). All students will have access to face-to-face impartial guidance at individual point of need
- Students in **Year 13** will have access to impartial face-to-face guidance at individual point of need to support post-18 applications and careers management

All students will be supported to:

- Acquire a general knowledge of and insight into the world of work together with specific knowledge and understanding of careers and opportunities appropriate to their own interest, abilities and aspirations as they progress through the school
- Gain knowledge of career sectors, labour market information
- Develop self-awareness of their own skills and strengths and their current work and how these impact on current and prospective career ideas
- Recognise and value their own abilities and present them in the most positive way
- Gain an understanding of how career choices impact on their future economic wellbeing and how these fit into the demands of society at large
- Gain the career management skills to understand the importance of informed decision making and action planning in the short and long term
- Gain the career management skills to research and recognise suitable progression pathways and qualifications
- Prepare for smooth transition between different stages of their school and post school careers
- Attend regular in-school presentations (as appropriate) and the annual Careers evening to engage with external speakers/representatives from local, regional and national education institutions and businesses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact St Aidan's CE High School via Mrs J Dukes, Careers Leader, to discuss how appropriate and relevant their visit may be.

Telephone: 01423 818534

Email: j.dukes@staidans.co.uk

Field Code Changed

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:

- Cross-curricular careers activities within subject lessons
- Information evenings for parents/carers on Post 16 and Post 18 Options.
- Lunchtime talks led by employers, training providers and alumni
- Off timetable events such as the Year 10 Careers Day
- An annual careers evening to which providers are invited to talk to Year 7 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.
- Sixth Form Conference where providers come into talk to students about study, training and employment 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
 - Year 9, 10, 11 and 12 students are informed about apprenticeship events such as the annual Leeds Apprenticeship

In the St Aidan's Careers Department, we can provide links to provider websites/prospectuses on the Careers Department section of the St Aidan's website; hard copies can be requested as appropriate. We also provide students in Year 11 and 12 with factsheets and newsletters which include 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. A student can request an appointment at any time by emailing: careersstaff@staidans.co.uk, parents and guardians are welcome to attend.

The school also employs a business liaison manager who works with the careers department to establish links with employers and coordinates and promotes work experience opportunities. Mrs Farrar can be contacted by emailing: m.farrar@staidans.co.uk

4.3 Safeguarding

Our 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.

4.4 Premises and facilities

The school will make the Constance Green Hall, 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 or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Department via the main school reception, which will then be displayed and used within the careers department.

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. 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 Jo Dukes, Head of Careers

6. Associated policies

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