CAREERS PROVIDER ACCESS STATEMENT

Document Control

This document has been approved for operation within:	All Trust Establishments
Date effective from	January 2021
Date of next review	January 2022
Review period	Annually
Status	Statutory - Trust
Owner	Education Partnership Trust
Version	1

Contents

1.0 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. 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

2.0 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

3.0 Student entitlement

3.1 All students in years 8 to 13 at [name of school] 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

4.0 Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:	
[Name]	[job title]
Telephone	[telephone number]
Email	[email address]

4.2 Opportunities for access

DURING COVID 19 RESTRICTIONS ALL ENCOUNTERS WITH EMPLOYEES WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR OUR STUDENTS TO ENGAGE AND ASK QUESTIONS

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.

In the following table, outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8			
YEAR 9			
YEAR 10			
YEAR 11			
YEAR 12			
YEAR 13			

Please speak to our [role] to identify the most suitable opportunity for you.

4.3   Granting and refusing access

Outline when access to students will be granted or refused. You may choose to present this as a bullet list.

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.

4.5   Premises and facilities

4.6   If an in-school meeting is arranged: 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 Careers Leader or a member of their team. All meetings will be in line with health and safety guidance for COVID 19 at that time.

4.7   If it is appropriate for a virtual meeting to go ahead: The school will make the arrangements with the IT support team to provide technical support and ensure that the live or pre-recorded session can be accessed by our students and staff.

4.8   Providers are welcome to send a digital/hard copy of their prospectus or other relevant course literature to (INSERT CAREERS LEAD). This information will then be distributed through our online Careers classroom for all students to access/the Careers Library (delete/amend as appropriate).

5.0 Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

6.0 Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by [name and role].

The Trust has overall responsibility for the effective operation of this statement and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the statement to the Central team, the Local Governing Body and the Headteacher of each Trust school.

At every review, the policy will be approved by the Local Governing Body.