

# Provider access policy statement

## Shelley College



**Approved by:** Daniel Watson – Careers Leader

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### 1. Aims

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. 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.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 9 to 13 at Shelley College are entitled to:

- Access meaningful encounters with FE and HE providers at least twice while at Shelley College.
- 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 Daniel Watson, Careers Coordinator, in the first instance. Outlining the activities on offer, and some information about the provider and the courses they run.

Telephone: 01484868777 ex. 2024

## 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:

	Autumn term	Spring term	Summer term
<b>Year 9</b>	Careers Fair	Careers Panel event	University visits
<b>Year 10</b>	Careers Fair	Assembly and tutor group opportunities - employability skills	Mock interviews morning Work experience preparation sessions Work experience
<b>Year 11</b>	Careers Fair Assemblies	Post-16 taster sessions Apprenticeships event Assemblies	Assemblies
<b>Year 12</b>	Careers fair Post-18 assembly – apprenticeships Industry Talks Progression Module	Industry Talks Progression Module	Industry Talks Work Experience
<b>Year 13</b>	HE and higher apprenticeship applications Industry Talks Assemblies	Assembly and small group opportunities - employability skills Open Day visits Industry Talks	

Please speak to our Careers Coordinator to identify the most suitable opportunity for you.

### 4.25 Access during extenuating circumstances

During periods effecting normal working practices such as the recent school closures due to the Covid-19 pandemic, normal access to school for providers is not possible.

Providers can, in this instance, email links/ details of any virtual events they are holding which will be sent on to all the relevant students by the Careers Coordinator.

In addition to this Shelley College will host a virtual careers fair and a virtual apprenticeship fair where providers can provide virtual presentations and participate in live chats with the students. These will be monitored by Shelley College staff.

### **4.3 Granting and refusing access**

Access will be granted providing it is targeted to appropriate student groups. We look for providers with a particular focus on vocational qualifications and apprenticeships.

Access may be refused if:

- There is a conflict of interest with our own 6<sup>th</sup> form offer
- Our students already have access to similar events or information
- The event you plan would not fit into our school timetable
- Our facilities would not support the event planned

### **4.4 Safeguarding**

Our safeguarding/child protection policy, available on our website, outlines the school's procedure for checking the identity and suitability of visitors.

Please note we are unable to allow USB drives or similar devices to be used on school computer equipment. All presentations and other media should be emailed prior to the event to [daniel.watson@sharemat.co.uk](mailto:daniel.watson@sharemat.co.uk)

Education and training providers will be expected to adhere to this policy.

### **4.5 Premises and facilities**

We have various rooms that activities can take place in, from classrooms for small focussed group activities to our New Hall for presentations to entire year groups.

We also have a range of audio/ visual presentation equipment available. Presentations to be emailed prior to activities. These can be booked via Daniel Watson when arranging the activities.

Providers are welcome to leave or post copies of their prospectus for our students to access providing they have a vocational/ technical focus. Providers of 6<sup>th</sup> form/ A Level qualifications can leave copies with Daniel Watson to go in our Careers Library.

## **5. Links to other policies**

- Safeguarding/ Child Protection Policy
- Careers Policy
- Curriculum Policy

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Daniel Watson, Careers Coordinator.

This policy will be reviewed by Daniel Watson, Careers Coordinator annually. At every review, the policy will be approved by the head teacher Mr D. Wadsworth.