Provider access policy statement

Approved by:	Mark Monahan, Assistant Principal & Careers Leader	Date: September 2019
Last reviewed on:	September 2019	
Next review due by:	September 2021	

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1. Aims

This policy statement aims to set out our Academy'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 8 to 13 at The Sir Robert Woodard Academy 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

We are happy to hear from and work with local further, technical and vocational education providers. We offer a number of events throughout the year. Sometimes for operational reasons, some events list below may not run.

A provider wishing to request access should contact:

Mark Monahan, Assistant Principal and Careers Leader.

Telephone: 01903 875501

Email: mmonahan@srwa.woodard.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:

	Autumn term	Spring term	Summer term
Year 8	*Event for university technical colleges (UTCs)*		*Careers workshop*
Year 9	*Assembly and tutor group opportunities - employability skills*	*Key Stage 4 options event*	
Year 10	*Assembly and tutor group opportunities - employability skills*	*Networking event with providers and employers*	*Work experience preparation sessions* *Work experience*
Year 11	*Assembly on opportunities at 16* *Event for UTCs*	*Post-16 evening* *Post-16 taster sessions* *Apprenticeships – support with applications*	
Year 12	*Higher education (HE) fair* *Post-18 assembly - apprenticeships*		*Small group sessions: future education, training and employment options*
Year 13	*HE and higher apprenticeship applications*	*Assembly and small group opportunities - employability skills*	

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

4.3 Granting and refusing access

In most cases, where operational requirements can be met, we will grant access to providers who contact us. However, to ensure the greatest possibility of granting your request we would ask you bear the following in mind:

- make all requests at least one term in advance (for events in the first term, we will consider requests but cannot guarantee the ability to make required preparations in time)
- access to year 11 and year 13 students may be restricted or refused during mocks, pre-exams and exams periods.
- only send your request to the named Careers Leader on this policy to ensure consistency of communication, planning and response.

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.

All our policies can be found on our website at:

https://www.srwa.woodard.co.uk/871/statutory-policies

4.5 Premises and facilities

The Academy will make the main theatre, classrooms, 6th form centre 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 Senior Staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the LRC in the main building and the Careers Library in W6 Sixth Form Centre. The LRC is available to all students at lunch and break times.

If you have specific resource links we may be able to share these on our main website, or with our sixth form students on Canvas, our Learning Management System.

For open evenings and parents evenings, we will need to have a discussion about your requirements to ensure the health and safety of visiting families.

For market stall style events, we endeavour to support requests for power/electrical outlets where these are made in advance. We cannot guarantee we can provide power, so please ensure it is requested during planning and prior to your arrival.

5. Links to other policies

As we make regular updates to our policies, we have linked the page for all our policies below.

May we draw your attention to the following as key policies to review before any visit:

- WAT Child Protection and Safeguarding policy
- WAT Health and Safety Policy
- Recording Images of Children Policy

https://www.srwa.woodard.co.uk/871/statutory-policies

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mark Monahan, Careers Leader and Assistant Principal.

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.