

Provider Access Policy



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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 8 to 11 at Sybil Andrews 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

4.1 Procedure

A provider wishing to request access should contact Mrs Karen Cannard Careers Coordinator.

Telephone: 01284 413400

Email: kcannard@sybilandrewsacademy.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. We welcome requests throughout the year

	Autumn	Spring National Apprenticeship Week National Careers Week (including skills focus) International Womens Day British Science Week	Summer Volunteers Week
National Events		Supported by PSHE / Assembly / Employer visits (all year groups)	Supported by PSHE / Assembly / Employer visits (all year groups)
Year 7	Aut 1 Aspirations Supported by STEPS progression workbooks during Tutor Time	Careers Week videos and Tutor Time activities	Buzz Quiz sessions
Year 8	Aut 1 Aspirations Supported by STEPS progression workbooks during Tutor Time	Careers Week videos and Tutor Time Activities	Skillsbuilder Day
Year 9	Aut 1 Aspirations Supported by STEPS workbooks during Tutor Time	Spring 1 Careers Week videos and Tutor Time Activities	Shadow Parent at Work Day (postponed due for 2021 due to Covid)

<p>Year 10</p>	<p>Aut 1 – Skills & Careers Festival at Trinity Park</p> <p>Understanding the World of Work – supported by STEPS Progression workbooks during Tutor Time.</p> <p>PSHE - CV & Covering letter skills</p>	<p>Spring 1</p> <p>SPLENDID visits to University of Suffolk for students with specific learning disabilities. (Postponed for 2020-21)</p> <p>Spring 2</p> <p>Employer event: Speed Networking</p> <p>Apprenticeships Workshop</p>	<p>Discover your Future – Virtual Work Inspiration.</p> <p>Mock Interviews with employers</p> <p>1-2-1 careers interviews commence</p> <p>Intro to Further Education</p> <p>Intro to Sixth Form & A Levels</p> <p>Intro to Health Careers</p>
<p>Year 11</p>	<p>Aut 1 –</p> <p>Understanding Post-16 Pathways – Supported by STEPS progression workbooks during Tutor Time</p> <p>Assemblies (Post 16 - External Speakers: Sixth Forms / Further Education Colleges / Apprenticeships / Higher Education Aspirations</p> <p>Parents Evening: Post 16 Providers in attendance.</p> <p>1-2-1 careers interviews continue</p> <p>Aut 2 – College & Sixth Form Open Evenings</p> <p>Inspirational keynote from Enterprise Advisor</p>	<p>Spring 1</p> <p>SPLENDID visits to University of Suffolk for students with specific learning disabilities. (postponed for 2020-2021)</p> <p>National Citizen Scheme (NCS) Assembly & Sign ups begin.</p> <p>Apprenticeships workshop</p>	<p>NCS visit to the library & lunch for participating students. (lunch postponed for 2021)</p> <p>Enterprise sales presentation activity.</p>

Please speak to our careers lead to identify the most suitable opportunity for you.

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

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. Access is agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

5. Links to other policies

Policies mentioned in this document are found on the Sybil Andrews Academy website:

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

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Karen Cannard, Careers Guidance.

This policy will be reviewed by Karen Cannard annually.

At every review, the policy will be approved by the Headteacher and the governing body.