

Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in years 7 -11 are entitled to

- find out about technical education qualifications and apprenticeships opportunities, as part of a 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 – through options events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

If an education provider, employer or parent wishes to request access to deliver employability or career presentations, including workshops, please contact:

Dan Course
Careers Leader
dcourse@castlemanor.org.uk
01440 705501

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

	Autumn Term	Spring Term	Summer Term
Year 7 and 8	Life Skills – Work and later life preparation assemblies Careers Fair (Education focus)	Life Skills – Work and later life preparation assemblies Careers Fair (Apprenticeship / Career focus) Apprenticeship Presentation Apprenticeship Awareness Evening	Life Skills – Work and later life preparation assemblies Careers Fair (Apprenticeship / Career focus) HE Awareness Evening

	Autumn Term	Spring Term	Summer Term
Year 9	Life Skills – Work and later life preparation assemblies Technical Colleges Careers Fair (Education focus)	Life Skills – Work and later life preparation assemblies Careers Fair (Apprenticeship / Career focus) Key Stage 4 Options HE Presentation Apprenticeship Presentation Apprenticeship Awareness Evening	Life Skills – Work and later life preparation assemblies Careers Fair (Apprenticeship / Career focus) HE Awareness Evening
Year 10	Life Skills – Work and later life preparation assemblies Careers Fair (Education focus) Post-16 Options Evening	Life Skills – Work and later life preparation assemblies Careers Fair (Apprenticeship / Career focus) HE Presentation Apprenticeship Presentation Apprenticeship Awareness Evening	Life Skills – Work and later life preparation assemblies Careers Fair (Career focus) Post-16 Presentations HE Awareness Evening
Year 11	Life Skills – Work and later life preparation Event for Technical Colleges Careers Fair (Education focus) Post-16 Options Evening HE Presentation	Life Skills – Work and later life preparation assemblies Careers Fair (Apprenticeship / Career focus) Apprenticeship Presentation Apprenticeship Workshop Apprenticeship Awareness Evening	

Please speak to Dan Course (Careers Leader) to identify the most suitable opportunity for you.

Premises and facilities

The academy will make the main hall, drama studio, PLC, classrooms 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 Dan Course.

Any external equipment used to support the talk must be discussed with Dan Course for its suitability for Health and Safety purposes whilst also be PAT tested (should the equipment need an electricity supply).

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office and PLC. The Careers Office and PLC is available to all students at lunch and break times.

Approval and review

Approved [date] by Governors at

Next review: [date]

Signed: [name] Chair of Governors

[name] Head teacher