



# Provider Access Policy Statement

- Produced by: Mr A Warkman, Assistant Principal
- Ratified by: Mrs N Cooper, Principal (01.05.18)
- Review Date: March 2019

## **Introduction**

This policy statement sets out the school's arrangements for managing the access of education and training providers to learners at the school for the purpose of giving them information about the provider's education or training offer. This statement sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises/facilities to be provided to a person/organisation given access

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **Learner Entitlement**

All learner in years 8-13 are entitled to:

- Find out about technical education qualifications and apprenticeships 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 – achieved 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**

A provider wishing to request access should contact:

Miss Emma Watson , Guidance Officer

Telephone: 0191 512 8960

Email: watsone@kepier.com

Requests for access will also be authorised by Senior Leadership link for Careers and Guidance:

Mr Adam Warkman (Assistant Principal)

Telephone: 0191 512 8960

Email: warkmana@kepier.com

## **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.

Providers should speak to our named Guidance Officer to identify the most suitable opportunity to attend.

Access will be granted to providers who can offer appropriate support to the CEIAG programme.

The programme below covers opportunities for providers to talk to and engage with Year 7 to 11:

	Autumn Term	Spring Term	Summer Term
Year 7	Access to colleges and providers during break time of Careers Fayre		
Year 8	Access to colleges and providers during break time of Careers Fayre	Assembly from provider of apprenticeships and career pathways	
Year 9	Access to colleges and providers during break time of Careers Fayre	Options evening with external providers for a range of different routes	
Year 10	<p>Assembly from college and career providers</p> <p>Build My Skills-pathway advice for further and higher education and career pathways</p>	<p>College information given to learners through Curriculum for Life lessons</p> <p>Build My Skills-pathway advice for further and higher education and career pathways</p> <p>Year 10 Parents' Evening – College and providers available for learners and parents.</p>	<p>College visits by all year 10 learners to local college of their choice.</p> <p>Build My Skills-pathway advice for further and higher education and career pathways</p>
Year 11	<p>Careers Fayre with external providers from Apprenticeships and local colleges</p> <p>Year 11 Parents' Evening with local providers and colleges</p>	<p>Apprenticeship event for all of Year 11 – talk from providers and carousel to discuss and sign up with providers</p> <p>Assembly from college and career providers</p>	

### **Safeguarding**

The school policy on safeguarding, child protection and the school visitor protocols set out the approach to allowing providers into school as visitors to talk to our learners. Providers will be expected to adhere to any policies deemed appropriate.

### **Premises and Facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and learners, 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 Guidance Officer or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school librarian. The Learning Resource Centre is available to all learners at lunch and break times and after school. All learners have access to materials in the guidance office at any time.

### **Monitoring Arrangements**

The school's arrangements for managing the access of education and training providers to learners is monitored by Mr A Warkman, Assistant Principal.

This policy will be reviewed by Mr Warkman on an annual basis. At every review, the policy will be approved by the Principal.