



# Provider Access Policy

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## **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 7-11 at Mulberry Academy Woodside 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 Serdane Ozcan careers lead

Telephone: 020 8889 6761 Email: [serdane.ozcan@woodsidehighschool.co.uk](mailto:serdane.ozcan@woodsidehighschool.co.uk)

#### **4.2 Opportunities for access**

A number of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year so providers need to contact the member of staff named above to identify the most suitable opportunity. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning.

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

	<b><i>Autumn</i></b>	<b><i>Spring</i></b>	<b><i>Summer</i></b>
<b>Year 7</b>	PHSE/RE and Tutorial Programme aims to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future.  IntoUniversity Secondary Focus and Business in Focus Programmes	Careers Week activities in tutor time  Assemblies led on careers and sharing information  IntoUniversity Secondary Focus	IntoUniversity Secondary Focus Programme
<b>Year 8</b>	PHSE/RE Tutorial Programme aims to help students to make a decision on their curriculum electives.	Careers Week activities Inspiring Careers Event  IntoUniversity Secondary Focus Programme	Curriculum Electives Fair All students have access to impartial careers advice and guidance  IntoUniversity Secondary Focus and Buddy Programme
<b>Year 9</b>	PHSE/RE and Tutorial Programme aims to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future.	IntoUniversity Secondary Focus and Business in Focus Programmes  Careers Week activities All students have access to impartial careers advice and guidance and 1:1 careers coaching to support them for their GCSE preferences.	Preference Evening Lunchtime Lectures IntoUniversity Secondary Focus and Business in Focus Programmes
<b>Year 10</b>	PHSE and Tutorial Programme aims to help students with writing a CV, preparing for interviews, and completing application forms FE/HE and Apprenticeship provider visits	Careers Week activities  Intouniversity workshops	Work experience preparation sessions Work experience FE/HE and Apprenticeship

	Careers Fair	1:1 Drop in sessions with careers advisor for CV writing  Small group Construction Youth Trust workshop	provider visits  Post 16 taster sessions  1:1 Drop in sessions with careers advisor for CV writing  Assembly and tutor group opportunities - employability skills Small group Construction Youth Trust workshop Mock job interviews
<b>Year 11</b>	PHSE aims to help students to identify a range of post-16 pathways to make informed choices about their future; complete application forms, writing a CV and personal statement; prepare for interviews  Assembly on opportunities at post 16 FE and Apprenticeship assemblies FE/HE and Apprenticeship provider visits  1:1 Drop in sessions with careers advisor Small group Construction Youth Trust workshop	Careers Week activities Interview techniques  Apprenticeships – support with applications  1:1 Drop in sessions with careers advisor  Small group Construction Youth Trust workshop	Small group sessions with the Enterprise Network Advisers: future apprenticeship, training and employment options Lunchtime Lectures  1:1 Drop in sessions with careers advisor  Small group Construction Youth Trust workshop

### 4.3 Granting and refusing access

Access to students and/or parents will be granted on the understanding that information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

### 4.4 Safeguarding

Our schools child protection and safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors. Providers will be expected to meet the school's safeguarding requirements which can be found in the Child Protection and Safeguarding policy accessible on the school website.

### 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. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of the relevant team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school. The Careers Leader will ensure that students have access to these materials at suitable times and upon request.

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

- Child protection and Safeguarding policy
- Careers guidance policy

## **7. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Serdane Ozcan. This policy will be reviewed by the Head teacher annually. At every review, the policy will be approved by the board of Governors