

mulberry

Academy Woodside

Approval body:	MAW: LGB
Recommending body:	MAW: LGB
Implementation date:	November 2023
Review date:	November 2024
Status:	Approved
Policy version	

Provider access policy

Version	Reviewed changes since last version
1	N/A

Contents

1. Aims.
2. Statutory requirements.....
3. Student entitlement.....
4. Management of provider access requests.....
5. Links to other policies.....
6. Monitoring arrangements.....

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 ext 151 Email: 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.

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 school's 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

	<i>Autumn</i>	<i>Spring</i>	<i>Summer</i>
Year 7	<p>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.</p> <p>IntoUniversity Secondary Focus and Business in Focus Programmes</p>	<p>Careers Week activities in tutor time</p> <p>Assemblies led on careers and sharing information</p> <p>IntoUniversity Secondary Focus</p>	<p>IntoUniversity Secondary Focus Programme</p>
Year 8	<p>PHSE/RE Tutorial Programme aims to help students to make a decision on their curriculum electives.</p>	<p>Careers Week activities Inspiring Careers Event</p> <p>IntoUniversity Secondary Focus Programme</p>	<p>Curriculum Electives Fair All students have access to impartial careers advice and guidance</p> <p>IntoUniversity Secondary Focus and Buddy Programme</p>
Year 9	<p>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.</p>	<p>IntoUniversity Secondary Focus and Business in Focus Programmes</p> <p>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.</p>	<p>Preference Evening Lunchtime Lectures IntoUniversity Secondary Focus and Business in Focus Programmes</p>
Year 10	<p>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 Fair</p>	<p>Careers Week activities</p> <p>Intouniversity workshops</p> <p>1:1 Drop in sessions with careers advisor for CV writing</p> <p>Small group Construction Youth</p>	<p>Work experience preparation sessions Work experience FE/HE and Apprenticeship provider visits</p> <p>Post 16 taster sessions</p> <p>1:1 Drop in sessions with careers advisor for CV writing</p>

		Trust workshop	Assembly and tutor group opportunities - employability skills Small group Construction Youth Trust workshop Mock job interviews
Year 11	<p>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</p> <p>Assembly on opportunities at post 16 FE and Apprenticeship assemblies FE/HE and Apprenticeship provider visits</p> <p>1:1 Drop in sessions with careers advisor Small group Construction Youth Trust workshop</p>	<p>Careers Week activities Interview techniques</p> <p>Apprenticeships – support with applications</p> <p>1:1 Drop in sessions with careers advisor</p> <p>Small group Construction Youth Trust workshop</p>	<p>Small group sessions with the Enterprise Network Advisers: future apprenticeship, training and employment options Lunchtime Lectures</p> <p>1:1 Drop in sessions with careers advisor</p> <p>Small group Construction Youth Trust workshop</p>