

POLICY TITLE: Provider Access Policy Statement



STATUS: Statutory

DATE of REVIEW: September 2018

Aims

This policy statement aims to set out our College'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

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 statement shows how our College complies with these requirements.

Student entitlement

All students in Years 8 to 13 at The Latimer Arts College 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact Ms Jyoti Pankhania, Careers Leader

Telephone: 01536 720300

Email: jpankhania@latimer.org.uk

Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into College to speak to students and/or their parents/carers. Please contact our Careers Leader to identify the most suitable opportunity for you:

	Term 1/2	Term 3/4	Term 5/6
Year 8	Careers Performance Workshop	Year 8 Pathways Induction Fortnight Year 8 Pathways Evening Take Your Child to Work Day Big Bang @ Silverstone	Money Matters & £1 Challenge
Year 9	University of Northampton Visit Careers Performance Workshop		Careers Fair
Year 10	Assembly and tutor group opportunities - employability skills The Skills Show	National Apprenticeship Show	
Year 11	Sixth Form Open Evening World of Work Week	Access to 'Unifrog'	
Year 12	Access to 'Unifrog' Assembly and small group opportunities - employability skills	Access to 'Unifrog' Assembly and small group opportunities - employability skills	Access to 'Unifrog' Careers Fair UCAS Conference Loughborough University Visit Work experience preparation sessions Work experience
Year 13	Access to 'Unifrog' Mock Interviews Assembly and small group opportunities - employability skills	Access to 'Unifrog' Assembly and small group opportunities - employability skills	
	In addition to this, throughout the year, a range of guest speakers deliver presentations to relevant cohorts of student within or across year groups.		

Granting and refusing access

Access to students will be granted:

- During relevant curriculum time when there is a focus on careers and pathway choices;
- At Pathways/Open evenings;
- As part of relevant assemblies.

Access will be refused where it impacts on the normal curriculum.

Additionally, access will not be granted for any additional evenings that are not part of the College's careers provision or routine calendar cycle.

Safeguarding

Our Safeguarding and Child Protection Policy outlines the college's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Premises and facilities

The College will make available the Masque theatre, sports hall, classrooms or other suitable locations for presentations and/or discussions between the provider and students, as appropriate to the activity and where it fits within the day to day running of the College.

The College will also make available AV and other specialist equipment to support provider presentations where appropriate. This will all be discussed and 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 with our Independent Careers Advisor or in the Learning Resource Centre, where it will be accessible to students.

Links to other policies

- Safeguarding and Child Protection Policy
- Careers Guidance Policy

Monitoring arrangements

The College's arrangements for managing the access of education and training providers to students is monitored by the Careers Leader.

This policy will be reviewed by the full governing body annually.