



## Academy Specific Provider Access Policy

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G Khan	Governing Body	7 April 2022	1.1	April 2023
S Jefferson		27 January 2023		January 2024

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Date	Version	Status	Summary of Changes
07.03.22	1.1	Approved	New policy
27.01.23			New providers added to section 4

<b>For the purpose of this policy the following representatives need to sign off this document:</b>	
Role/Department & Responsibilities	Name
Local Governing Body	Phil Shire

<b>Website:</b>	
Yes/No	YES

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## 1. Introduction

This policy statement sets out the academy's arrangements for managing the access of providers to pupils at the academy for the purposes of giving them information about the provider's education or training 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

Academy's are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Academy's 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 academy complies with these requirements.

## 3. Roles and Responsibilities

Role / Responsibility	Name	In post since	Contact Email
Careers Leader	Sinead Jefferson	Sept 2018	sjefferson@castlehall.com
Careers Adviser	Eleanor Chamberlain	Sept 2022	echamberlain@castlehall.com
Personal Development Coordinator	Mollie Griffiths	Sept 2022	mgriffiths@castlehall.com

## 4. Student Entitlement

All students in years 7-13 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory academy age these encounters are mandatory and there will be a minimum of two encounters for pupils during KS3 (year 7 to 9) and two encounters for pupils during KS4 (year 10 to 11).

These provider encounters will be scheduled during the main academy hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
- explain what career routes those options could lead to;
- provide insights into what it might be like to train with that provider (including the opportunity to meet staff and pupils from the provider);
- answer questions from pupils.

### **Meaningful provider encounters**

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### **Previous providers**

In previous terms/years we have invited providers from the local area to speak to our pupils, including:

- Greenhead College
- Huddersfield New College
- Kirklees College
- Leeds City College
- Elliot Hudson
- Mirfield College and Sixth Form
- Heckmondwike Grammar Academy
- Pioneer Higher Skills Centre
- Trust Ford
- NHS Generation
- West Yorkshire Police
- Transpennine Express
- Yorkshire Learning Providers
- University of Huddersfield
- Leeds UTC

### **Destination of our pupils**

Last year our year 11 pupils moved to a range of providers after academy:

- Greenhead College
- Huddersfield New College
- Kirklees College
- Leeds City College
- Elliot Hudson

- Mirfield College and Sixth Form
- Heckmondwike Grammar Academy
- White Rose Academy of Beauty
- Wakefield College
- Creative Media Studio
- Leeds Building College
- Saint John Fisher

## **5. Management of provider access requests procedure**

A provider wishing to request access should contact our Careers Leader, Careers Adviser or Personal Development coordinator using the contact details found in Section 3 of this policy.

### **5.1. Granting and refusing access**

- Safeguarding – if the Academy DSL deems it is not safe or appropriate
- Health & Safety – the provider must adhere to the Academy H&S requirements

### **5.2. Safeguarding**

Our safeguarding/child protection policy outlines the academy's procedure for checking the identity and suitability of visitors.

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

## **6. Opportunities for access**

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

Examples of opportunities available include:

- Careers Fair held once a year – Cycle 3
- Careers Talks - 6 talks throughout the academic year – Mastery 8.30am-9.15am
- Assemblies - Mastery 8.30am-9.15am
- Enterprise activities
- Mock interviews – Cycle 1

- Personal Development lessons- weekly
- National Careers and Apprenticeship week (usually in March)
- Apprenticeship workshops
- Visits to the workplace

Please speak to the Careers Leader (Section 3) to identify the most suitable opportunity for you.

The academy policy on safeguarding & child protection sets out the academy's approach to allowing providers into academy as visitors to talk to our students.

Please speak to our Careers Leader (Section 3) to identify the most suitable opportunity for you.

## **7. Premises and Facilities**

The academy will make the main hall, 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 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 the academy, which will be available for all students via the Careers Team

## **8. Monitoring Arrangements**

The academy's arrangements for managing the access of education and training providers to students are monitored by Sinead Jefferson, Careers Lead/Assistant Headteacher.

This policy will be reviewed by the Improvement and Compliance Co-Ordinator on an annual basis.

At every review, the policy will be approved by the academy governing body.

## **9. Complaints**

Any complaints with regards to provider access can be raised following the academy complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 10. Links with other policies

- Careers Education, Information Advice and Guidance (CEIAG) Policy
- Safeguarding & Child Protection Policy

<b>Sign off</b>	
Adopted by Academy Governing Body on:	April 2022
Chair of Governing Body:	Phil Shire
Governor:	Sibghat Minhas
Next Review Date:	April 2023