

# Ashfield School Provider Access Policy

## Introduction

This policy statement sets out Ashfield school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## Student entitlement

Students in years 8-13 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.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact *Charlotte King*, CEIAG Co-ordinator

Telephone: 01623 455000; Email: [Charlotte.King@twocountiestrust.co.uk](mailto:Charlotte.King@twocountiestrust.co.uk)

### 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:

	Autumn Term	Spring Term	Summer Term
Year 7	Importance of attendance into Careers Tutor sessions	CEIAG lessons Aiming High assembly	University Trip Step into Work Days
Year 8	Assembly – What are my options?	Event for University – Exploring next steps.	

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 9</b>	Event for University  KS4 Options Assembly	KS4 options evening  Event for University- Raising Aspirations	
<b>Year 10</b>	Work Experience Assembly Launch.  Mock Interviews  University Visits  Employer Step into work events.  NEC Skills Roadshow – Preparing for my career	Apprenticeship Week- ‘Speed Meet and Greet event with providers and employers’  University Visits  Assembly – Next Steps  Assembly Opportunity– Supporting Work Experience- Taking Opportunities.  Employer Step into work events.	Preparation for work experience Assembly.  Assembly Opportunity- Health and Safety in work place
<b>Year 11</b>	Life Skills – Preparing for the future assembly.  Post 16 Evening  Post 16 Taster Sessions  Mock Interviews  NEC Skills Roadshow – Preparing for my career.	College Visits  Apprenticeship Week- ‘Speed Meet and Greet event with providers and employers’  Assembly Opportunity- Thinking big and aiming High  Apprenticeship Workshops- Area Specific	
<b>Year 12</b>	Assembly Opportunity- Importance of Work Experience  Assembly Opportunity- Apprenticeship Search  Mock Interviews	Assembly Opportunity- Not going to University  Apprenticeship Week- ‘Speed Meet and Greet event with providers and employers’	Apprenticeship Workshops  Tutor sessions: future education, training and employment options

	Autumn Term	Spring Term	Summer Term
	Higher Education Fair Post 18 assembly – apprenticeships	Tutor sessions: future education, training and employment options Higher Education Fair	
<b>Year 13</b>	Workshops – HE and higher apprenticeship applications	Assembly Opportunity- Not going to University Apprenticeship Week- 'Speed Meet and Greet event with providers and employers' Higher Education Fair	Apprenticeship /Employment Workshops

Please speak to our named Careers Leader Charlotte King or Linda Maguire (SLT) to identify the most suitable opportunity for you.

The school policy on safeguarding

[<http://slgwfe/SLG/Staff/Survey%20Pages/Safeguarding%202017-18.aspx>] sets out the school's approach to allowing providers into school as visitors to talk to our students.

## 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 their team.

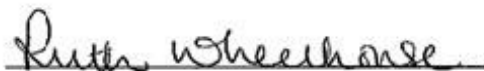
Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Careers Leader. The Resource Centre is available to all students at lunch and break times.

## Approval and review

Approved *June 2018* by Governors at Curriculum and Standards Committee

Next review: *September 2021*

Signed:



Ruth Wheelhouse Chair of Governors



John Maher Head teacher