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1. Aims

This policy statement aims to set out our Academy'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 and Academies 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 and Academies 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. Student entitlement

All students in years 8 to 13 at Aldridge School 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 Jill Nock, Careers Leader

Telephone: 01922 743988

Email: jnock@aldrigedrschool.org

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7	Enrichment Event – Fair Trade Co-Op		Money Week - Santander
Year 8		Year 8 Enterprise Event - STEM	Money Week - Santander
Year 9	KS4 Option Choices; Higher Education opportunities	“Meet the Apprentices”	Money Week - Santander
Year 10	Assembly – Skills Show and Apprenticeship info	Apprenticeship Assembly and Apprenticeship event	Practice interview preparation sessions
Year 11	Year 11 futures. Sixth form taster day. Careers/apprenticeship event Post 16 Open Evening	Year 11 futures programme; further 1:1 interviews. Apprenticeship Vacancy day	Year 11 GCSE Results day/s
Year 12	Assembly and small group opportunities - future education, training and employment options	“What Next Careers Even” CV building sessions	HE Day NEC, university visits Work Experience Week
Year 13	UCAS – uni visits. Alternative choices	Assembly and small group opportunities - employability skills	

Please speak to our Deputy Head to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access to students may be granted / refused based on the following (NB this list is not exhaustive and each access request will be considered on a case by case basis). We will always try to provide access wherever possible

- The needs of the students
- The needs of the curriculum
- Timing of the School day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

4.4 Safeguarding

Our children and vulnerable adult protection policy outlines the School's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the School's website.

4.5 Premises and facilities

Facilities available for providers include:

- Hall space with audio / visual equipment and access to the internet.
- Classroom facilities with projectors or interactive equipment.
- Computer room, if available.

The process for organising and agreeing which facilities can be used should be made when contacting the Deputy Head to identify the most suitable opportunity.

Providers can leave prospectuses or other material for students to read with the member of staff who is supervising the group to distribute at an appropriate time (this may not be at the same time as the session).

5. Links to other policies

This policy links to the following School policies, all of which can be accessed via the School website.

- Children and vulnerable adult protection policy
- Careers education policy
- Teaching and learning policy
- Curriculum Policy

6. Monitoring arrangements

The School's arrangements for managing the access of education and training providers to students is monitored by Jill Nock, careers leader

This policy will be reviewed by Deputy Head with responsibility for Careers; Annually At every review, the policy will be approved by the governing body.