



Provider Access Policy

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Aims

- 1 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

Statutory requirements

- 2 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.
- 3 Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.
- 4 This is outlined in section 42B of the [Education Act 1997](#).
- 5 This policy shows how our school complies with these requirements.

Student entitlement

- 6 All students in years 8 to 13 at Alderbrook 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

Management of provider access requests

Procedure

- 7 A provider wishing to request access should contact Esta Leawal, Careers Coordinator
 - Telephone: 0121 704 2146 ext 7281
 - Email: s201eleawal@alderbrook.solihull.sch.uk

Opportunities for access

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

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assembly and tutor group opportunities – Careers Week	Key Stage 4 options event Tutor Time - Your Future Matters Week Assembly – National Careers Week	Life Ready Day – Your Future Matters
YEAR 9	Assembly and tutor group opportunities – Careers Week	Tutor Time - Your Future Matters Week Tutor Time – Employer Led Learning Assembly – National Careers Week	Life Ready Day – Your Future Matters
YEAR 10	Careers Convention – Event for Further and Higher Education and Apprenticeship providers Assembly and tutor group opportunities – Careers Week	Tutor Time - Your Future Matters Week Tutor Time – Employer Led Learning Assembly – National Careers Week	Careers Life Ready Day - Workshop Student Interview Workshop
YEAR 11	Careers Convention – Event for Further and Higher Education and Apprenticeship providers Assembly and tutor group opportunities – Careers Week	Life Ready Day – Revision skills workshops Tutor Time - Your Future Matters Week Tutor Time – Employer Led Learning Assembly – National Careers Week	
YEAR 12	Careers Convention – Event for Further and Higher Education and Apprenticeship providers Assembly and tutor group opportunities – Careers Week	‘Power Hour’ assemblies and small group opportunities – societies Tutor Time - Your Future Matters Week	Work experience preparation sessions Work experience Life Ready Day – Your Future Matters
YEAR 13	Careers Convention – Event for Further and Higher Education and Apprenticeship providers Assembly and tutor group opportunities – Careers Week	HE and higher apprenticeship applications Assembly and small group opportunities - employability skills Tutor Time - Your Future Matters Week	

Please speak to our Careers Coordinator to identify the most suitable opportunity for you.

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

Safeguarding

- 9 Our External Visitors policy outlines the school's procedure for checking the identity and suitability of visitors.
- 10 Education and training providers will be expected to adhere to this policy.

Premises and facilities

- 11 Once visits have been agreed, the Academy will provide appropriate facilities to support the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. For example, in Malley Hall, Cartwright Hall and Sports Hall delivered to over 200 students, or for smaller group sessions in the Gantry Theatre, Library or in classrooms. We also have the facility to deliver safe personalised sessions. We are happy to work with providers to share any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the Academy in order to showcase what they do. Providers are welcome to leave prospectuses which will be made available in the Sixth Form and Library.

Links to other policies

- [External Visitors Policy](#)
- [Teaching and Learning Policy](#)

Monitoring arrangements

- 12 The school's arrangements for managing the access of education and training providers to students are monitored by Tom Coggan (Assistant Headteacher)
- 13 This policy will be reviewed by Tom Coggan (Assistant Headteacher), annually.

At every review, the policy will be approved by the Trust Board.