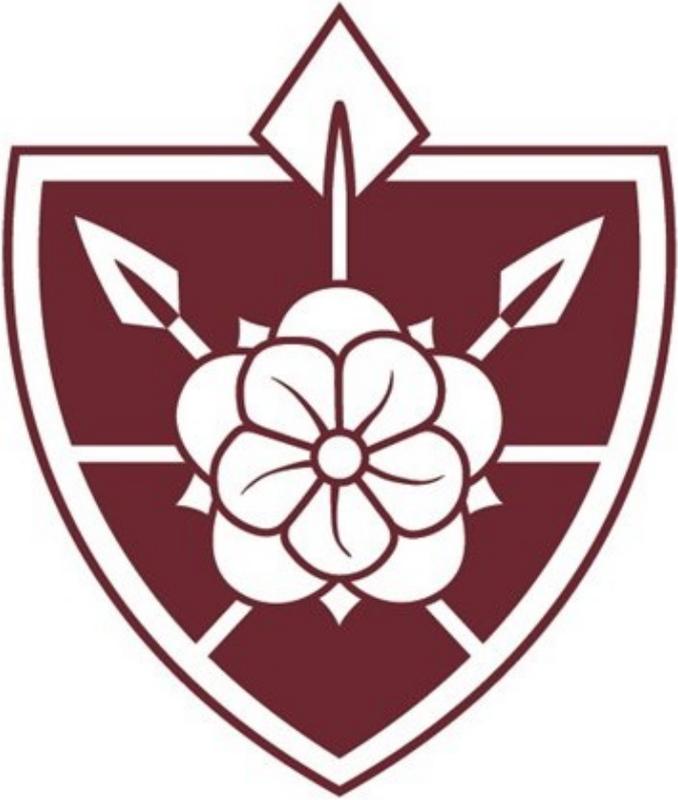


Provider Access Policy Statement (from 2020)



Approved by:	[Name]	Date: [Date]
Last reviewed on:	June 2020	
Next review due by:	[Date]	

Provider Access Policy Statement

Aims

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

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 shows how our school complies with these requirements.

Student entitlement

Our provision includes various opportunities for students to access a range of events. These are integrated into The Westleigh School's careers programme and curriculum as well as hosting or attending one off events that provide such opportunities. The integrated events are usually delivered internally, with contribution from external providers where necessary. The one off events, such as a college open day or an apprenticeship fair, are regularly advertised to our students and where appropriate we will arrange a visit, during the Academy day, for a select group of students to attend.

The School employs an independent and impartial careers adviser from an outside agent who works with Year 11 students to ensure they are able to make an informed choice about their next steps. The adviser will see all of our Year 11 cohort at least once, but where necessary repeat appointments can be made. The adviser will inform students about the opportunities that other providers have, and when needed, they will complete application forms together for those selected college or apprenticeship placements.

All students in years 8 to 11 at The Westleigh 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

A provider wishing to request access should contact Mrs Gayle Malone, Head of CEIAG (Careers Education, Information, Advice and Guidance) via the careers email: FutureCareers@westleigh.wigan.sch.uk.

Local providers are invited to key relevant events that are held at The Westleigh School. When holding a Year 9,10 or 11 parents evening we would, for example, invite apprenticeship providers, colleges, universities or other relevant groups such as our local volunteering group. We encourage other providers who are interested in coming into the Academy to contact Mrs Gayle Malone to identify the most suitable opportunity.

The Westleigh School's policy on safeguarding sets out the School's approach to allowing providers into the Academy as visitors to talk to our students. At all times we ensure that there are no issues of safeguarding and that our students are always completely safe whilst meeting or speaking to external providers.

Opportunities for access

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	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities Go digital event Learning Lunches 	<ul style="list-style-type: none"> National Careers and apprenticeship week Learning Lunches 	<ul style="list-style-type: none"> Personal Development module Drop down day for world of work Learning Lunches
Year 9	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities Personal Development module University week focus Learning Lunches 	<ul style="list-style-type: none"> Options Evening and assemblies National Careers and apprenticeship week Learning Lunches 	<ul style="list-style-type: none"> Drop down day for world of work Learning Lunches
Year 10	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities Personal Development module 1:1 careers interview for those at risk of NEET. Learning Lunches 	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities National Careers and apprenticeship week Winstanley College STEM day Learning Lunches 	<ul style="list-style-type: none"> Drop down day for world of work/ work experience opportunities Work experience preparation sessions Oxbridge Assembly for identified pupils College taster days Learning Lunches
Year 11	<ul style="list-style-type: none"> Life skills – assembly and tutor group opportunities CV assembly/ workshop delivered in Personal Development Mock Interview Day Learning Lunches 	<ul style="list-style-type: none"> Personal Development module National Careers and apprenticeship week Post-16 evening 1:1 Careers interview Apprenticeships – support with applications Learning Lunches 	<ul style="list-style-type: none"> Mini careers fair for risk of NEET pupils KS4 Results Day

Please speak to our Head of CEIAG, Mrs Malone, to identify the most suitable opportunity for you.

Safeguarding

Our safeguarding/child 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.

Premises and facilities

Once visits have been agreed, the School will provide appropriate facilities to facilitate 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. Visits can be in the main hall, or sometimes in the classroom with a smaller group. We also have the facility to deliver safe personalised sessions.

We are happy to work with providers to provide 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 a copy of their prospectus or other relevant course literature at reception for the attention of Mrs Gayle Malone. The Westleigh School will place the literature in the careers office and/or library so it is available to students during the course of or directly after the School day.

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs Gayle Malone, Head of CEIAG.

This policy will be reviewed annually.