



Provider Access Policy

Vice Principal – Learning and Teaching

Review History

Reviewed	Determined	Cycle	Review	Notes
Aut-17	Aut-17	3	Aut-20	



Introduction

This policy statement sets out the school’s arrangements for managing the access of providers to pupils at the school for the purposes 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 apprenticeship 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 **Mrs JG Bramley, Head of Careers.**

Telephone: **02084673263 ext 271**; Email: **jbramley@coopersschool.com**

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 8	Career ELP 1 Career Entitlement Career Week 1 Options Talk Visit to CRC CEIAG Entitlement	KS4 options event Career Week 2 Option Interviews	Life skills – assembly and tutor group opportunities
Year 9	‘Finding out about careers.’ Career Entitlement Career Week 1 Apprenticeship Information Evening - parents and students	Assembly Career talks Career Week 2	Assembly Career talks University talks
Year 10	Looking Ahead questionnaire. Career Week 1 Employability Skills	Assembly Career talks Career Week 2	Life skills – assembly and tutor group opportunities. University Visits Post 16 – Next Steps Work Experience opportunity



	Autumn Term	Spring Term	Summer Term
	Apprenticeship Information Evening - parents and students.		
Year 11	Looking Ahead Questionnaire Next Steps Assembly Careers of the Future Post 16 Evening Career Week 1 16+Kudos Information and education Apprenticeship Information Evening - parents and students. Post 16 Transition Programme	Post 16 Taster sessions Post 16 interviews Alternative pathway applications Career Week 2	NCS Summer Programme Post 16 interviews Alternative pathway applications University Visits
Year 12	Career Week 1 Employability skills – Communication and workplace behaviour and organisational values Apprenticeship Information Evening - parents and students	Higher Education Fair Small group sessions: future education, training and employment options Apprenticeship programme begins UCAS programme begins University outreach programmes Oxbridge programme begins Medicine programme begins NCS programme Career Week 2	Small group sessions: future education, training and employment options Apprenticeship programme begins Next Step interviews UCAS programme ongoing University outreach programmes Oxbridge programme ongoing Medicine programme ongoing NCS Summer programme Work Experience
Year 13	Looking Ahead Questionnaire Career Week 1 Interview Skills Higher Education Fair UCAS applications Apprenticeship Information Evening - parents and students Workshops – HE and higher apprenticeship applications	Apprenticeship applications Small group sessions: future education, training and employment options Guest speakers Career Week 2	Apprenticeship and employment applications Post 18 interviews Step Forward Programme

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



The school policy on safeguarding 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 CEIAG team. The Resource Centre is available to all students at lunch and break times.

Signed:

Andrew Downes
Chair of Governors

Shirley Puxty
Headteacher