



# Provider Access Policy Statement

This Provider Access Policy Statement should be read in conjunction with the Careers and Independent Advice and Guidance (CEIAG) Policy.

## Westlands School

### Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

### Document Management

Date Approved:	28 <sup>th</sup> October 2023
Next review date:	November 2024
Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

## 1. 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.

## 2. 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.

## 3. Student entitlement

All students in years 8 to 13 at Westlands 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, e.g. through activities and events such as employer encounters, careers fair and provider talks.
- 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 Adam Gregory, Careers Leader.

Telephone: 01795 477475

Email: [adam.gregory@swale.at](mailto:adam.gregory@swale.at)

## 4.2 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
<b>Year 7</b>	Employer Encounters, Subject Careers Weeks in DT, PE, MFL, Food Tech, Art & Careers Fair.	National Apprenticeship Week, National Careers Week, Pathways Booklet, Employer Encounters, Subject Careers Weeks in Values, Geography, Maths and English.	Employer Encounters, Subject Careers Weeks in Dance, Media, IT & Computing, Science, Drama, Music and History.
<b>Year 8</b>	Employer Encounters, Subject Careers Weeks in DT, PE, MFL, Food Tech, Art & Careers Fair.	National Apprenticeship Week, National Careers Week, Pathways Booklet, Employer Encounters, Subject Careers Weeks in Values, Geography, Maths and English.	Employer Encounters, Subject Careers Weeks in Dance, Media, IT & Computing, Science, Drama, Music and History.
<b>Year 9</b>	Employer Encounters, Subject Careers Weeks in Engineering, DT & Construction, Animal Care, Business, PE, MFL, Food Tech, Art & Careers Fair.	National Apprenticeship Week, National Careers Week, Pathways Booklet, Employer Encounters, Subject Careers Weeks in Values, Geography, Maths and English.	Employer Encounters, Subject Careers Weeks in Dance, Media, IT & Computing, Science, Drama, Music and History.
<b>Year 10</b>	Employer Encounters, Subject Careers Weeks in Engineering, PE, MFL, Animal Care, Business and Food Tech & Careers Fair.	National Apprenticeship Week, National Careers Week, Pathways Booklet, Employer Encounters, Subject Careers Weeks in Values, Geography, Maths and English, Year 10 Work Experience.	Employer Encounters, Subject Careers Weeks in Dance, Media, IT & Computing, Science, Drama, Music and History.
<b>Year 11</b>	Year 11 Futures Day, Employer Encounters, Subject Careers Weeks in Engineering, PE, MFL, Animal Care, Business and Food Tech & Careers Fair.	National Apprenticeship Week, National Careers Week, Pathways Booklet, Employer Encounters, Subject Careers Weeks in Values, Geography, Maths and English.	Employer Encounters, Subject Careers Weeks in Dance, Media, IT & Computing, Science, Drama, Music and History.

<b>Year 12</b>	Employer Encounters, Subject Careers Weeks in Engineering, PE, MFL, Animal Care, Business and Food Tech & Careers Fair.	National Apprenticeship Week, National Careers Week, Pathways Booklet, Employer Encounters, Subject Careers Weeks in Values, Geography, Maths and English, Year 12 Work Experience.	Employer Encounters, Subject Careers Weeks in Dance, Media, IT & Computing, Science, Drama, Music and History.
<b>Year 13</b>	Employer Encounters, Subject Careers Weeks in Engineering, PE, MFL, Animal Care, Business and Food Tech & Careers Fair, Year 13 Higher Education Information Evening.	National Apprenticeship Week, National Careers Week, Pathways Booklet, Employer Encounters, Subject Careers Weeks in Values, Geography, Maths and English.	Employer Encounters, Subject Careers Weeks in Dance, Media, IT & Computing, Science, Drama, Music and History.

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

These events will run in line with any measures related to public health incidents, including COVID-19.

#### 4.3 Granting and refusing access

Westlands School reserves the right to decline requests for a number of reasons. These include (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
- if the provider's input would not be relevant to a particular event;
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact Gary Sayers with responsibility for Careers & Employability at the school.

#### 4.4 Safeguarding

Our Child Protection and Safeguarding Policy outlines the school's procedures for checking the identity and suitability of visitors.

This can be found here <https://www.westlands.org.uk/attachments/download.asp?file=267&type=pdf>

Education and training providers must adhere to this policy.

#### **4.5 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 Headteacher or careers leader as appropriate. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for sharing with students at other times.

#### **5. Links to other policies**

Child Protection and Safeguarding Policy

Careers and Independent Advice and Guidance (CEIAG) Policy.

#### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by the Headteacher.

This policy will be reviewed by the Board of Trustees annually. At every review, the policy will be approved by the Board of Trustees.