

**Provider Access Policy**

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| **Author’s Name** | Richard Nancollis |
| **Date** | June 2020 |
| **Review Date** | November 2020 |

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| **Date Ratified by**  **Governing Body** |  |

***SIGNATURES:***

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| **Head Teacher** |  |
| **Chair of Governors** |  |

# 1.0 Introduction

This policy statement sets out Inscape House School arrangements for managing the access of providers to students at the school for the purposes of giving them information about further education or training. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

**Expectations**

We expect that all visitors follow the schools safeguarding processes and present information that contributes to the development of our learner’s knowledge and understanding. Visitors must not present any information that may conflict and disregard our duty to promote tolerance of and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations (and other groups with protected characteristics).

# 2.0 Student Entitlement

Students in years 8-14 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, apprenticeships and internships – through options events, group discussions, guest speakers, workshops and taster events
* To understand how to make applications for the full range of academic and technical courses.

**3.0 Management of provider access requests**

A provider wishing to request access should contact:

Mrs Marie Young, Careers and Employability Leader

Telephone: 0161 283 4750

Email: via [myoung@togethertrust.org](mailto:myoung@togethertrust.org)

# 4.0 Opportunities for access

A range of events will be integrated into the school’s careers programme and the school will offer providers an opportunity to offer impartial advice to students and/or their parents:

**The Careers Programme**

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| **Year 8**  **Autumn Term**   * Employers / Training Providers / FE invited to conduct presentations   **Spring Term**   * National Careers Week * 1:1 Careers interviews   **Summer Term**   * Life Skills sessions * Careers Fair |
| **Year 9**  **Autumn Term**   * Employer / Training Providers / FE invited to conduct presentations   **Spring Term**   * National Careers week * 1:1 Careers interviews   **Summer Term**   * Life Skills sessions * Careers Fair |
| **Year 10**  **Autumn Term**   * Building "My Skills" workshop * Employer/Training Provider/FE presentations   **Spring Term**   * Parent Information Session (Transitions) * Building Skills programme * National Careers week * 1:1 Careers meetings * Work experience   **Summer Term**   * Work discovery week * Employment and the Curriculum event * Careers Fair * Work experience |
| **Year 11**  **Autumn Term**   * 1:1 Careers guidance * Post 16 Pathways and next steps meeting (parent information) * Employer/Training Provider/FE invited to conduct presentations and workshops * Work experience * College infill/taster sessions   **Spring Term**   * 1:1 Careers guidance follow up * Employer/Training Provider/FE Presentations * National Careers event * College infill/taster sessions   **Summer Term**   * GCSE results * Employer/Training Provider/FE presentations |
| **Year 12**  **Autumn Term**   * 1:1 Careers Guidance * Post 16 future steps meeting (parent information) * Employer/Training Providers/FE invited to conduct presentations and workshops * Work experience * College infill/taster sessions   **Spring Term**   * 1:1 Careers guidance follow up * Employer/Training Provider/FE Presentations * National Careers event * College infill/taster sessions * External College visits * Business taster sessions * Interview skills activities   **Summer Term**   * GCSE results * Employer/Training Provider/FE presentations * College infill/taster sessions |
| **Year 13**  **Autumn Term**   * 1:1 Careers Guidance * Next steps meeting * Employer/Training Providers/FE invited to conduct presentations and workshops * Work experience * College infill/taster sessions   **Spring Term**   * 1:1 Careers guidance follow up * Employer/Training Provider/FE Presentations * National Careers event * College infill/taster sessions * College visits * Business taster sessions * External interview skills activities   **Summer Term**   * GCSE results * Employer/Training Provider/FE presentations * College infill/Taster sessions |
| **Year 14**  **Autumn Term**   * 1:1 Careers Guidance * Transitions and next steps meeting * Employer/Training Providers/FE invited to conduct presentations and workshops * Work experience * College infill/taster sessions   **Spring Term**   * 1:1 Careers guidance follow up * Employer/Training Provider/FE Presentations * National Careers event * College infill/taster sessions * Follow up Transitions meeting * Transition visits   **Summer Term**   * GCSE results * Employer/Training Provider/FE presentations * College infill/Taster sessions |

Please speak to Mrs Marie Young to identify the most suitable opportunity for you. The school policy on safeguarding sets out Inscape’s approach to allowing visitors into school.

# 5.0 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 specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader (Mrs Marie Young) or a member of the SLT team.

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils. This will include support from education, support and therapy staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature to be displayed in the designated Careers base. The Careers base is accessible to all students at agreed periods during the educational day.