



The Ecclesbourne School

“Learning together for the future”

PROVIDER ACCESS POLICY

April 2020

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 The Ecclesbourne 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

4. Management of provider access requests

4.1 Procedure

Providers wishing visit the school in order to promote courses or opportunities to students should get in contact with our careers team:

Miss Earp (Head of Careers and PDC)
Mrs Parker (Careers Information and Advice officer and Work Experience co-ordinator)
Telephone: 01332 843236
Email: Careers@ecclesbourne.derbyshire.sch.uk

Review Date: April 2021

Reviewer: JOE

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
Year 8	Learning About Careers (PDC lessons)		Health Day
Year 9	STEPs booklets (PDC lessons)	Enterprise Day (event) 14+ Launch Assembly for students 14+ Options evening for parents	
Year 10	Money Matters (PDC lessons)	Option to go to What Career? Live at NEC	Work Experience week Work Experience follow-up morning
Year 11	Career Planning, LMI and applications (PDC lessons) Individual 16+ interview with a Progression Mentor Apprenticeship assembly Higher Education assembly Careers Fair NCS presentation	Option to go to What Career? Live at NEC Second individual 16+ interviews with a Progression Mentor	Post-16 taster sessions
Year 12	Careers Fair NCS presentation	Career Planning; self-evaluation; risk management; volunteering (PDC lessons)	Post-18 Day: talks from apprenticeship providers, employers, universities Work Experience week

Year 13	University, apprenticeship and employer applications (PDC lessons)	Interview skills talk delivered by a university. Living on a Budget talk delivered by a university. University Finance	
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4.3 Granting and refusing access

Access to the students will only be granted with prior arrangement of the careers team mentioned above.

Education and training providers will be expected to adhere to this policy. In addition, all providers should be given a copy of the School External Speakers Policy 2019 that stipulates expectations from the providers and the providers expectations of the school.

4.5 Premises and facilities

The Ecclesbourne School will make the sports hall, lecture theatre and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the **Head of Careers and PDC** or a member of the pastoral team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school reception.

5. Links to other policies

The following policies cover careers and visits to the school by external providers:

- Safeguarding/Child protection policy
- Careers guidance policy
- Quality of Education Policy

Copies of these policies are available on the school's website.

<http://www.ecclesbourne.derbyshire.sch.uk/Policies>

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Joanne Earp (Head of Careers and PDC).

This policy will be reviewed by the schools Leadership Team Annually. At every review, the policy will be approved by the Governing Body of the School.