

**Provider Access Policy**

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| **Author’s Name** | Mr R Cooper |
| **Date** | May 2020 |
| **Review Date** | May 2022 |

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

***SIGNATURES:***

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| **Principal** |  |
| **Chair of Governors** |  |

May 2020

# Introduction

This policy statement sets out the School’s arrangements for managing the access of providers to students 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 apprenticeships 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 a member of the Career Programme Team. The Career Programme Team consist of:

Mr Rob Cooper, Deputy Head Teacher/Careers Leader

Email: R.Cooper@maplewell.leics.sch.uk

Mrs Carmen Blades, Career Coordinator

Email: C.Blades@maplewell.leics.sch.uk

Mrs Daniella Stanton, Head of P4A

Email: D.Stanton@maplewell.leics.sch.uk

Mrs Nichola Smith-Watson. Head of Key Stage 5

Email: N.Smith-Watson@maplewell.leics.sch.uk

# Opportunities for access

A range of events, integrated into the School’s careers programme, will offer providers an opportunity to speak to students and/or their parents:

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|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **All Years** | Maplewell Career and Transition Event  Introduction to Start | National Careers Week  Assembly programme |  |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Years 10 and 11** | Key Stage 4 Assembly Programme  Personal Guidance Interview (Y11)  Introduction to Start | Key Stage 4 Assembly Programme | Key Stage 4 Assembly Programme |
| **Key Stage 5** | Key Stage 4 Assembly Programme;  Personal Guidance Interview  Timetabled Travel Training Programme.  Introduction to Start | Key Stage 4 Assembly Programme;  Timetabled Travel Training Programme. | Key Stage 4 Assembly Programme;  Timetabled Travel Training Programme. |

# Premises and Facilities

The School will make an assembly space, classrooms, or private meeting rooms available for assemblies, presentations, displays and 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 (Mr Cooper) or a member of the Career Programme team.

Providers’ prospectuses and other relevant course literature are made available to students and parents/carers in the career library. This is the responsibility of the Career Coordinator. The career library is available to students at lunch and break times.

Providers are invited to annual reviews at transition points with the agreement of parents and carers. At least once per Key Stage the annual review meeting will be led by Mr Rob Cooper, a registered career development professional, who will ensure students, parents and carers have access to appropriate, impartial advice and guidance and are provided with information to help them identify appropriate providers at key transition points.