



# Provider Access Policy

Person responsible: Sherree Watkins

Date adopted: 6<sup>th</sup> March 2020; reviewed 19<sup>th</sup> March 2021, 18<sup>th</sup> February 2022

Date of next review: February 2023

Governor's signature: Michael York

## **Introduction**

This policy statement sets out the Schools' 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 Schools' 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 meet employers and providers at our annual Future Options evening in October.
- 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:

**Andy Mitchell (named Careers Co-ordinator):**

Telephone: (0121) 373 5731 extension 31534 / Email: [a.mitchell@queensbury.eiat.org.uk](mailto:a.mitchell@queensbury.eiat.org.uk)

### **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 – please see Appendix 1: Annual Calendar of Events.

Please speak to our named Careers Co-ordinator to identify the most suitable opportunity for you. The Schools' policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our school website.

### **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. We 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 Co-ordinator. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Co-ordinator who will distribute the relevant information to pupils.

## APPENDIX 1: ANNUAL CALENDAR OF EVENTS

Last review date: 06.03.2020

Person Responsible: Work Related Advisor

## APPENDIX 1: ANNUAL CALENDAR OF EVENTS

	Autumn Term	Spring Term	Summer Term
Year 8	<i>Future Options Evening (Annually in October)</i>	<i>See below</i>	<i>See below</i>
Year 9	<i>Future Options Evening (Annually in October)</i>	<i>See below</i>	<i>See below</i>
Year 10	<i>Future Options Evening (Annually in October)</i>	<i>See below Career Interviews</i>	<i>See below</i>
Year 11	<i>Future Options Evening (Annually in October)</i>	<i>See below</i>	<i>See below</i>
Year 12	<i>Future Options Evening (Annually in October) College Link/Lessons</i>	<i>College Link/Lessons Skills Building and Employability days</i>	<i>College Link/Lessons Skills Building and Employability days</i>
Year 13	<i>Future Options Evening (Annually in October) College Link/Lessons</i>	<i>College Link/Lessons Career Interviews Skills Building and Employability days</i>	<i>College Link/Lessons Skills Building and Employability days</i>

### Additional calendar information

Throughout the academic year Queensbury School delivers a rolling programme of Life Skills to the above Year groups which includes identifying different career and college opportunities, post-16/19 options, CV writing and employability skills. Throughout the year, certain students attend colleges and providers. Students receive Induction to College/Provider and Community Access lessons. There is a plan to introduce drop-in sessions to cover all aspects of career IAG and onward transition. All of the above is delivered to the different Year groups at different times by different tutors and subject to change at short notice.

Queensbury School has split lunch times. There are separate assemblies for each Key Stage, split across several days to reach all of the above students.

**Queensbury School reacts to the needs of its students and events, visits and information sessions are often arranged and delivered to meet the need of individuals rather than adhering to predetermined schedules.**

Queensbury School measures and assesses the impact of the careers programme by evaluating data from the local authority regarding destinations and NEETs. The school also received data from destinations concerning student retention. The school obtains feedback from staff, students, parents and carers at events and periodic questionnaires. The school also uses feedback from employers and work experience evaluation.

This policy is reviewed on an annual basis.