



***Careers: Provider
Access Policy
September 2022***

Last Reviewed: September 2022

Policy Owner: Mr R Milnes

Last Approved by FGB Approval Pending (via Welfare Committee)

Next Review Date: September 2023

Person responsible for the monitoring, evaluation and implementation of this document: Mr R Milnes

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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 7 to 13 at Alder Grange 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 assemblies, careers fairs and drop-down day provision.
- 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 Russell Milnes, Assistant Headteacher.

Telephone: 01706 223171

Email: rmilnes@aldergrange.lancs.sch.uk

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 7	Parents' Evening		Curriculum Careers Week Assemblies
YEAR 8	Careers Fair Parents' Evening		Curriculum Careers Week Assemblies
YEAR 9	Careers Fair	KS4 Options Evening	Curriculum Careers Week Assemblies
YEAR 10	Careers Fair, Drop-Down Day provision Parents' Evening	Drop-Down Day provision	Curriculum Careers Week Assemblies Work Experience Enterprise Week
YEAR 11	Careers Fair Drop-Down Day provision Parents' Evening Sixth Form Open Evening	Drop-Down Day provision	Curriculum Careers Week Assemblies
YEAR 12	Careers Fair		Work Experience Employability Day
YEAR 13	Careers Fair Drop-Down Day provision	Drop-Down Day provision	

Please speak to our Careers Lead 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

Where possible, we will try to meet the requests of providers. In general we would arrange for providers to see students and their parents at an evening event, which means that students can access a wide range of providers on one occasion.

Providers can request access via an assembly, or it is possible that we may offer them a place at one of our events (such as the Careers Fair), depending on the age range being targeted.

Access to events will be subject to us being able to accommodate providers and will also depend on other factors, including the date of the request, in relation to the date of the event.

4.4 Safeguarding

Our Child Protection & Safeguarding Policy, which is available from the school website, outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

For events in school, Alder Grange School will make a suitable room available for discussions between the provider and students, as appropriate to the activity. The school will also make available equipment to support provider presentations.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Lead.

5. Links to other policies

This policy links to the following policies, which are available from the school website, and/or reception.

- Child Protection & Safeguarding Policy
- Careers Guidance policy

6. Monitoring arrangements

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

This policy will be reviewed by Russell Milnes annually.

At every review, the policy will be reviewed by the Welfare committee, prior to approval by the governing board.