



**Careers Education and Guidance: Provider Access Policy**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	Mrs E Hooley
<b>APPROVED:</b>	5.7.18
<b>SIGNED:     Headteacher</b>  <b>                  Chair of Board of Trustees</b>	
<b>TO BE REVIEWED:</b>	July 2020

**1. The Purpose of the Provide Access Policy**

This policy statement sets out the school’s arrangements for managing the access of providers to pupils at the school for the purpose 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.

**2. Pupil entitlement**

All pupils in years 8-11 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 events, assemblies and group discussions and taster events;

- to understand how to make applications for the full range of academic and technical courses.

### 3. Management of provider access requests

A number of events, integrated into the school careers and PSHCE programme, will offer providers an opportunity to come into school to speak to pupils and /or their parents /carers (see table below).

A provider of technical education qualifications or apprenticeships that wishes to request access to pupils at The Oaks Academy to provide information about such qualifications and apprenticeship opportunities should contact Jon Austin, Head of PSHCE & Careers, at the school.

Telephone: 01270 661223

Email: [jaustin@theoaksacademy.co.uk](mailto:jaustin@theoaksacademy.co.uk)

Year	Autumn	Spring	Summer
7		Employer visits	STEM Event run via the Science Department
8	Employer visits	STEM Event run via the Science Department	
9	STEM Event run via the Science Department		Employer visits
10	Employer Visits	Post 16 Taster Sessions	Post 16 Taster Sessions
11	Visits from Apprenticeship providers		

### 4. 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 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 or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature for students to peruse at a later point.