Presdales School

Title	**Careers Provider Access Policy**
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Committee Responsible	Students
Trustee Link	Alison Hobson
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Enquiries & comments

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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 8 to 13 at [name of 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, e.g. through activities and events such as options events, assemblies and taster events
- 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 Julie Stephenson DHT

Curriculum Telephone: 01920 462210

Email: stephensonj@presdales.herts.sch.uk

4.2 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 students and/or their parents/carers. The careers plan is available on the school website (click here)

4.3 Granting and refusing access

- Safeguarding – if the school deems it is not safe or appropriate
- Health & Safety – the provider must adhere to the school's H&S requirements

4.4 Safeguarding

Our safeguarding/child protection policy 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.

4.3 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 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 with the school's receptionist.

5. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Julie Stephenson, Careers Lead

This policy will be reviewed by Julie Stephenson and this will be done annually

At every review, the policy will be approved by the trust board students' committee