



Provider Access Policy Statement

Person Responsible:	SLT Careers Lead
Last Reviewed:	January 2023
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Contents

1. Aims	2
2. Statutory requirements	2
3. Student entitlement.....	2
4. Management of provider access requests.....	2
5. Links to other policies	4
6. Monitoring arrangements.....	4

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 Thornleigh Salesian College 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 Opportunities for Access

Our provision includes various opportunities for students to access a range of events. These are integrated into Thornleigh Salesian College's careers programme and curriculum as well as hosting one off events. The integrated events are usually held internally, with contributions from external providers where necessary. The one-off events, such as a careers fair, external speaker session or Higher Education week are regularly advertised to our students and where appropriate we will arrange a visit, during the school day for a selected cohort of students to attend.

The school employs an independent, impartial careers advisor who works predominantly with all Yr11-13 students to ensure that they are able to make an informed choice about their next steps. All Yr11 and 6th form

students will be offered a 1:1 interview with the career's advisor, and where necessary repeat appointments can be made. The advisor will inform students about the opportunities available to them that include a range of apprenticeships and vocational pathways in addition to the more traditional routes. All our SEND students will be offered an interview and support via our Connexions Advisor. All EHCP students from Yr9 have a Connexions officer who will attend their reviews. A specific target is created around preparation for adulthood.

Procedure

A provider wishing to request access should contact Mrs H Grundy SLT Careers Lead or Mr J Manning Careers Co-ordinator

Telephone: (01204) 301351 Email: hgrundy@thornleigh.bolton.sch.uk, jmanning@thornleigh.bolton.sch.uk

Resources

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main school reception for the attention of Mrs H Grundy or Mrs O Banner. Thornleigh Salesian college will place the literature in the careers office so it is easily accessible to students.

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:

The following table outlines **some** examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assembly and Tutor Time opportunities -		Careers Fair Mandatory session 1
YEAR 9	Assembly and Tutor Time opportunities - employability skills Mandatory session 2	Key Stage 4 options event	
YEAR 10	Assembly and tutor group opportunities - Employability skills Mandatory session 1	Work experience preparation sessions Networking event with providers and employers	Work Experience
YEAR 11	Independent 1:1 Careers advice Assembly on opportunities at 16 6 th Form Open Evening Mandatory session 2	Independent 1:1 Careers advice Post-16 evening Post-16 taster sessions Apprenticeships – support with applications	Independent 1:1 Careers advice
YEAR 12	Higher education (HE) fair Post-18 assembly – apprenticeships Mandatory session 1		Work Experience Small group sessions: future education, training and employment options

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	UCAS support and applications HE and higher apprenticeship applications Mandatory session 2	Assembly and small group opportunities - employability skills	

Please speak to our Careers Co-Ordinator 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

- Safeguarding – if Thornleigh Salesian College deems it is not safe or appropriate
- Health & safety -the provider must adhere to Thornleigh Salesian College’s Health & Safety 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.

4.5 Premises and facilities

Once visits have been agreed, Thornleigh Salesian College will provide appropriate facilities to facilitate the visit along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be in the main Hall, the LRC for larger groups or in classrooms with a smaller group. We also have the facility to deliver safe personalised sessions.

We are happy to work with providers to share any resources we can that make the visit possible and we are happy to accommodate those that need to bring extra equipment into the school in order to show case what they do.

5. Links to other policies

- Safeguarding/Child Protection 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 Mrs H Grundy SLT Careers Lead

This policy will be reviewed annually by Mrs H Grundy SLT Careers Lead. At every review, the policy will be approved by the governing body.