



POLICY TITLE: Provide Access Policy

STATUS: Statutory

REVIEWED BY: Local governing body/ Principal

DATE OF APPROVAL: May 2019

FREQUENCY OF REVIEW: Annually

DATE OF REVIEW: May 2020

AUTHOR: Head of Careers

Provider Access Policy

Context

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from providers who would like to offer Etonbury students information about their companies education or training programmes.

What are pupils entitled to?

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

Who handles our access requests?

Any provider wishing to request access should contact Mrs Tammy Gant, Careers Education, Information, Advice and Guidance & Employer Engagement Coordinator. Telephone: 01462 730391 or by email: tgant@bestacademies.org.uk.

What opportunities are provided to allow access to pupils?

Via our academy careers programme, we offer providers numerous opportunities throughout the academy year to speak to pupils and/or their parents. We are in the process of building our careers programme and welcome providers who would like to get involved in our CEIAG schedule.

ETA's annual Careers Education Plan is as follows:

Provider Access Policy



Careers Education Plan for ETA May 2019

Year	What	When	How	Who	Annual Events	Potential Annual Events
7	<ul style="list-style-type: none"> The Journey starts Introduction to careers & enterprise . 	Assembly Tutor Time PBHCE lessons	Provides 'Steps' booklets for each student in Tutor time. PBHCE lessons.	Form Tutors PBHCE teacher TGA	<ul style="list-style-type: none"> 	National Skills Show @ NEC Nov 2019
8	<ul style="list-style-type: none"> Career Identification & understanding Career Choices Careers Skills Careers & Salaries 	Assembly Tutor Time PBHCE lessons	Provides 'Steps' booklets for each student in Tutor time. PBHCE lessons. Year 9 Option Choices.	Form Tutors PBHCE teacher TGA	<ul style="list-style-type: none"> New: Take Your Child To Work Day June 2020 Piloting: Student Receptionist 	
9	<ul style="list-style-type: none"> GCSE Options GCSE Options Open Evening Careers visits Personal qualities & skills Employability skills Exploring career pathways 	Assembly Tutor Time Career Carousel days	Provides 'Steps' booklets for each student in Tutor time. ETA Careers Planning Booklet. Visits from Colleges, 6th Forms, Employers and external careers agencies.	Form Tutors PBHCE teacher Alumni Students External Employers TGA	<ul style="list-style-type: none"> ETA Careers Fair October 2019 ETA Options open evening Feb 2020 	
10	<ul style="list-style-type: none"> Employability skills Transferable soft skills Research skills Careers/ Post 16 option Fair October 2019 Work experience Employer Careers visits College visits 	Assembly Tutor Time 1-2-1	Provides 'Steps' booklets for each student in Tutor time. ETA Careers Planning Booklet. Visits from Colleges, 6th Forms, Employers and external careers agencies.	Form Tutors PBHCE teacher Alumni Students External Employers External Careers Advisors TGA	<ul style="list-style-type: none"> ETA Careers Fair October 2019 	
11	<ul style="list-style-type: none"> Post 16 decisions Careers/ Post 16 option Fair October 2019 Employer Careers visits College visits 	Assembly Tutor Time 1-2-1	Provides 'Steps' booklets for each student in Tutor time. ETA Careers Planning Booklet. Visits from Colleges, 6th Forms, Employers and external careers agencies.	Form Tutors PBHCE teacher Alumni Students External Employers External Careers Advisors TGA	<ul style="list-style-type: none"> ETA Careers Fair October 2019 	National Apprenticeship Show @ MK March 2019 UK University & Apprenticeship Search Fair @ Northampton Oct 2019

Glossary: ETA = Etonbury Academy, TGA = Miss Tammy Gant

Who should providers contact to discuss events and options?

Providers can speak to our careers leader, Tammy Gant, to discuss possible attendance at relevant events.

Our [Child Protection and Safeguarding Policy](#) and **Guest Speaker Policy** set out the academy's approach to allowing providers into the academy to speak to our pupils.

What are the rules for granting and refusing access requests?

All request will be given individual consideration.

- Give a minimum of two weeks notice in writing of a request to attend a particular event.
- Provider's are recognised by the DfE as an establishment that is licensed to provide educational services to young people.
- Any provider must abide by all relevant academy policy

What can providers expect once a request has been accepted?



Provider Access Policy

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the academy hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

Can providers leave prospectuses for pupils to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature marked for the attention of Tammy Gant - Careers Lead at the Academy reception.