



# Provider access policy statement

East Point Academy

Approved by:	Karen Dando	Date: September 2021
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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 East Point Academy 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
- 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 **Karen Dando, Careers Leader**.

Telephone: 01502 525300 (D/L 01502 525303)

Email: [karendando@inspirationtrust.org](mailto:karendando@inspirationtrust.org)

### 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	Introduction of careers website icanbea	National Careers Week - Employer Engagement & info on Apprenticeships & T-Levels)	Understanding different job sectors & the qualities which are needed for them.  Examining student's own qualities, likes & dislikes & how they can link into different job sectors.
YEAR 8	Assembly - Army Cadets	National Careers Week - Employer Engagement & info on Apprenticeships & T-Levels)	Re-examining Maslow's Hierarchy of Needs & how this impacts a person's decision making when selecting a career.  Understanding the eight key skills recommended by employers for their employees to possess: communication, teamwork, problem solving, initiative, organisation, self-management, further learning & technology
YEAR 9	Assembly - Army Cadets	National Careers Week - Employer Engagement & info on Apprenticeships & T-Levels)  Pathways Evening  Trip to James Paget Healthcare Academy	Students will learn how to make and carry out carefully considered and negotiated decisions and plans with regard to their financial futures  Students will learn about the entrepreneurial skills required for success: creativity, determination, confidence, analysis of risk and reward

		Trip to Sizewell B Power Station	<p>Introduction to careers website Unifrog</p> <p>Assembly - UEA Summer Camp</p>
YEAR 10	<p>Students will learn how to identify and investigate possible choices, progression pathways and qualifications that are in their best interests to consider and map out future goals</p> <p>How to apply for a job. Looking at job descriptions &amp; the skills which are required, applying &amp; what to expect at a job interview</p> <p>Women of the Future Conference at UEA</p>	<p>National Careers Week - Employer Engagement &amp; info on Apprenticeships &amp; T-Levels)</p> <p>Parents Evening including Post-16 Providers</p>	<p>Assembly - UEA Summer Camp</p> <p>Higher Education Mentoring Programme (NEACO)</p> <p>Careers Week (Trips to Lowestoft 6th Form, East Norfolk 6th Form College &amp; East Coast College &amp; a university)</p>
YEAR 11	<p>Students are given guidance on their options after year 11, qualifications &amp; their values &amp; routes into higher education or technical qualifications</p> <p>Creating CV's &amp; Personal Statements</p> <p>Recap on T-Levels</p> <p>Exploring different Job Sectors</p> <p>Assemblies - Post 16 Providers</p> <p>Assembly - Apprenticeships (NEACO)</p> <p>Parents Evening (inc Post-16 Providers)</p> <p>Raising Attainment Evening</p>	<p>Assembly - National Citizen Service</p> <p>Careers Guidance Interviews</p>	

	Group sessions - completing on-line college applications		
	Careers Guidance Interviews		

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

- Access to students will ideally take place during form time.
- When a longer time (for example a full lesson) is required we will try and avoid core subjects of English, Maths and Science.
- If specific subjects have been requested the session should inspire and link to jobs and careers in that sector
- Access could be refused if the session does not allow students to have a meaningful and beneficial experience.

### 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.

Providers are required to complete and sign the Safeguarding Checklist and hand into the academy's Reception as they arrive. On arrival providers will be required to follow instructions set out in the Safeguarding leaflet.

The Designated Safeguarding Lead on duty will be displayed in the Reception area.

### 4.5 Premises and facilities

The school will make Britten Hall, Library, 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Library, which is managed by the school librarian and at the Careers Office managed by Karen Dando.

## 5. Links to other policies

- Safeguarding & Child Protection Policy
- Careers Guidance Policy
- Curriculum Policy
- Equality & Diversity Policy
- E-Safety Policy

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## 6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Karen Dando.

This policy will be reviewed by Philip Dougherty annually.

At every review, the policy will be approved by the governing board.