



Provider Access Policy Statement

Latest version:	September 2022	Review period:	1 year
Date of next review:	September 2023	Owner:	B Reynolds Senior Vice Principal
Type of policy:	Academy	Approval level:	Academy

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1. Aims

This policy statement aims to set out Park Academy West London'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 Park Academy West London 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 Beth Reynolds, Senior Vice Principal and Careers Lead

Telephone: 01895 430066

Email: breynolds@park-aspirations.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:

In the following table, outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers. We've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Army Teambuilding Day AM Careers Spotlight Activities	AM Careers Spotlight Activities	AM Careers Spotlight Activities
YEAR 8	AM Careers Spotlight Activities	Assembly focused on Studio School (Parkside) AM Careers Spotlight Activities	Royal Navy Leadership Day AM Careers Spotlight Activities
YEAR 9	Assembly focused on UTCs (Global Academy) Follow up assembly on Studio Schools (Space Studio West London) AM Careers Spotlight Activities	Key Stage 4 options event with opportunities to speak with colleges, apprenticeship providers, sixth forms and universities. Work shadow Day AM Careers Spotlight Activities	<i>No encounters – legislation requires encounters to take place by 28 February if in Year 9.</i> Confirmation of key stage 4 option choices. AM Careers Spotlight Activities
YEAR 10	Parents evening with opportunities to speak with colleges, apprenticeship providers, sixth forms and universities.	Opportunity for Vocational Taster session at Uxbridge College The Big Interview Day	Work experience preparation sessions Work experience Post 16 assembly – apprenticeships and T Levels
YEAR 11	Assembly on opportunities at 16 including Sixth Form, Uxbridge College and the different types of qualifications e.g. Apprenticeships v T Levels.	Apprenticeships – support with applications workshop Meetings with Careers Advisors Post 16 Interviews Opportunity for Vocational Taster session at Uxbridge College	
YEAR 12	AED programme to develop employability skills	UCAS Exhibition for a range of Universities and apprenticeship providers Meetings with Careers Advisors	Aim Higher Days with HE and apprenticeship workshops and Parent Information Evenings. Work experience preparation sessions Work Experience

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	HE and higher apprenticeship applications drop ins and Parent Information Evenings.	Assembly and small group opportunities - employability skills	<i>No encounters – legislation requires encounters to take place by 28 February if in Year 13.</i> Confirmation of post-18 education and training destinations for all students.

Please speak to our Careers Lead 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

We appreciate external providers approach to inform pupils of opportunities However, requests for access can be refused by the academy or linked staff within the Trust on the following grounds:

- The need is being met elsewhere in the careers programme
- Safeguarding reasons
- Imbalanced or conflicting views
- Not considered to be in the best interest of the pupils or is not relevant to the intended audience
- Timing conflicts with other events.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the Academy'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

The Academy will make the main hall, classrooms, conference rooms or other space available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available AV and other specialise equipment to support the provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Library. The Library is available to all students before and after school, and at break times.

Any amendments required to events as a result of public health incidents, including COVID-19 will adhere to the latest Government and Public Health England guidance.

5. Links to other policies

Outline any links to other policies you have, such as:

- 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 Beth Reynolds, Senior Vice Principal and Careers Lead.

This policy will be reviewed by Suvi Mohey, Principal, annually.

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