



# Castle View Enterprise Academy

## Provider Access Policy

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<b>Date Ratified by Governing Body</b>	5 <sup>th</sup> July 2019 (Pending)
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### ***SIGNATURES:***

<b>Principal</b>	Mrs J S Bridges
<b>Chair of Governors</b>	Mrs H Mottram

## **1.0 Introduction**

This policy statement sets out the Academy's arrangements for managing the access of education and training providers to students at the Academy for the purposes of giving them information about the provider's education or training 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

## **2.0 Statutory Requirement**

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.

## **3.0 Student Entitlement**

Students in years 8-11 at Castle View Enterprise Academy are entitled to:

- Find out about technical education qualifications and apprenticeships 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 through options evenings, assemblies and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.

## **4.0 Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access should contact:

Contact Name: Mrs Emma McDermott, Assistant Vice Principal / Careers Leader  
Telephone: 0191 594 6330  
Email: [careers@cvea.co.uk](mailto:careers@cvea.co.uk)

## 4.2 Opportunities for access

A range of events, integrated into the Academy's careers programme, will offer providers an opportunity to speak to students and / or their parent / carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Employable Me (Careers Day) Career Insight Talks Assembly programme PSCHE lessons	Career Insight Talks Assembly programme PSCHE lessons National Careers Week	Year 7 Subject Evening Career Insight Talks Assembly programme PSCHE lessons Careers Fair
Year 8	Career Speed Dating Career Insight Talks Assembly programme PSCHE lessons	Career Insight Talks Assembly programme PSCHE lessons National Careers Week STEM Inspiration (Careers Day) Year 8 Subject Evening	Career Insight Talks Assembly programme PSCHE lessons Careers Fair
Year 9	Career Speed Dating Career Insight Talks Assembly programme	Career Insight Talks National Careers Week Assembly programme CareerZone (Careers Day) Year 9 Subject Evening	Career Insight Talks Assembly programme Careers Fair
Year 10	Career Insight Talks Assembly programme	Career Insight Talks Assembly programme National Careers Week Year 10 Subject Evening	Mock Interviews Work Experience Career Insight Talks Assembly programme Careers Fair
Year 11	Post 16 pathways (parents' information sessions) Year 11 Subject Evening Assembly Programme Career Insight Talks	Career Insight Talks Assembly programme National Careers Week	Career Insight Talks Assembly programme Year 11 GCSE Results Day

Please contact Mrs McDermott (Careers Leader) to identify the most suitable opportunity for you.

The Academy policy on safeguarding ([please see our website](#)) sets out the Academy's approach to 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 Academy will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy 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 (Mrs McDermott) and the Facilities team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the careers library which is situated within our Learning Resource Centre. The Learning Resource Centre is available to students at lunch, break times and after school.

### **5.0 Links to other Policies**

This policy links to the Academy policies for:

- Safeguarding
- Curriculum
- Careers
- Work experience

### **6.0 Monitoring**

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs Bridges (Principal).

This policy will be reviewed by Mrs McDermott (Careers Leader) annually.

At each review, the policy will be approved by the Governing Body.

