Provider Access Policy

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Principal	Mrs Caroline Whitehead
Chair of Governors	Mr Peter Solloway

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 The Chalfonts Community College 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:

> Mrs Christine Sanders, Leader of Employability
> 01753 881629 christinesanders@chalfonts.org

> Mr Imran Vahora, Assistant Principal
> 01753 881609 imranvahora@chalfonts.org

4.2 Opportunities for access

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

	Specific activities	Across all year groups
Year 7	Career insight talks Introduction to careers and employability	PSHCE lessons – Getting Life Ready skills for the future
Year 8	Career insight talks Career games and skills Introduction to Unifrog tool	
Year 9	Support for GCSE options Activities on Unifrog Exercises in Tutor time about subject preferences Subject Treasure Hunt University visits	Assembly presentations Career insight talks National Careers week
Year 10	Preparing students for work experience 1 week of work experience Post 16 pathways	National Apprenticeship week
Year 11	Employability Skills day for year 11 cohort; careers fair, interviews, workshops Post 16 options	Careers in the curriculum support
Years 12 & 13	Apprenticeship presentations Workshops; CVs, interview skills, LInkedin, Assessments Centres	Careers Fairs

Please contact Christine Sanders (christinesanders@chalfonts.org) or Imran Vahora (imranvahora@chalfonts.org) 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 Chalfonts Community College will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The College 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 christinesanders@chalfonts.org 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

6.0 Monitoring

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

This policy will be reviewed by Mr Imran Vahora, Assistant Principal, annually.

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