

Policy: Provider access

University Academy Holbeach Provider Access Policy (Draft)

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Provider access requests procedure

A provider wishing to request access should contact: Lynda Oddie, Careers Leader on 01406 423042, Lynda.Oddie@uah.org.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. This will be integrated into a wider careers plan or strategy for the school. The events listed below are subject to change and this is not an exhaustive list.

Please speak to our Careers Leader to identify the most suitable opportunity for you should you wish to visit the school and support our programme.

	Autumn Term	Spring Term	Summer Term
Year 7	Careers Guidance Programme: Introduction to online software	Careers Workshop National Careers Week RBS (4 th March /19) Parents' Evening – Impartial careers guidance	Careers lunchtime drop-in sessions Careers Enrichment Day – personal skills, interest and careers Mapping Enterprise Event - EBP Money and Finance Workshop STEM Workshop
Year 8	Careers Workshop – Labour Market	Career Pathways – Fast Tomato/Careers Research KS4 Options Options Taster Days National Careers Week RBS (4 th March /19) UK Young Scientists and Engineers Fair-NEC	Careers lunchtime drop-in sessions Careers Enrichment Day – Skills Audit/ Employability Skills Money and Finance Workshop STEM Workshop Science Curriculum Activity Day

		Parents' Evening – Impartial careers guidance	
Year 9	Careers lunchtime drop-in sessions	Mastering Motivation - LiNCHigher National Careers Week RBS (4 th March /19) Parents' Evening – Impartial careers guidance, LiNCHigher	Industry Day Maths/English Curriculum Activity Day Careers Enrichment Day – Fast Tomato / Careers Research Money and Finance Workshop STEM Workshop
Year 10	Apprenticeships Presentation Higher Level Apprenticeships Presentation	Stress Busting Workshops – LiNCHigher Careers lunchtime drop-in sessions National Careers Week RBS (4 th March /19) Parents' Evening – Impartial careers guidance, LiNCHigher	Careers Enrichment Day – Fast Tomato / CV and personal statement/Post 16 Options/ Apprenticeships/ Employability Matching Money and Finance Workshop The Skills Service Mission Possible Careers Fair (Peterborough) One to one guidance interview with external Careers Advisor Year 11 Transition Workshops/Goal Mapping/Inspirational Speaker STEM Workshop
Year 11	Tracking Interviews with Principal National Careers Service Assembly One to one guidance interview with external Careers Advisor Exam Busters – LiNCHigher Apprenticeships Presentation Higher Level Apprenticeships Presentation Parents' Evening – Impartial careers guidance, LiNCHigher UAH 6 th Form Open Evening	Tracking Interviews with Principal National Careers Week RBS (4 th March /19) Careers assemblies – local providers	Tracking Interviews with Principal
Year 12	One to one guidance interview with external Careers Advisor Careers talk – Getting the most out of Work Experience – The Skills Service NEC Skills Fair	National Careers Week RBS (4 th March /19) UCAS Fair	Careers lunchtime drop-in sessions Work Experience (June) University Open Day Visits

	Careers Tutor Programme Team Building Skills Day		
Year 13	Careers Enrichment Day One to one guidance interview with external Careers Advisor NEC Skills Fair	One to one guidance interview with external Careers Advisor National Careers Week RBS (4 th March /19)	One to one guidance interview with external Careers Advisor - if required

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Granting and refusing access to providers

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met
- Students are available to attend, depending on the dates requested and curriculum considerations
- Providers offer impartial, unbiased and high quality content, meeting equal opportunity requirements
- Providers are GDPR compliant
- Education providers and employers are welcome to leave relevant literature with the Careers Leader.
- The Careers Office and Upper LRC will make resources available to all pupils at break, lunch and after school.
- Literature will be made available at Parents' Evenings.

Safeguarding

The school is committed to keeping children safe and our Safeguarding and the UAH Visitor 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, which can be found on our school website.

Premises and Facilities for Visitors

The school will make the main hall, 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 or a member of their team.

Approved by Governors September 2018 (pending)

To be reviewed annually.

Review Date: September 2019 (pending)