**Haybrook College Provider Access Policy**

**Introducton**

This policy statement sets out the schools arrangements for manageing the access of providers to pupils at the school for the purpose of giving them information about the provider’s education of traning offer. This complies with the schools legal obligations under Section 42B of the Education Act 1997.

**Pupil entitlement**

All pupils in years 7-13 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, group discussions and taster events;
* to understand how to make applications for a full range of academic and technical courses.

**Management of provider access requests**

**Procedure**

A provider wishing to request access should contact

**Niki Papali, Careers Leader Telephone: 01628 353102/ 07776 161830**

**Email:** [**nikipapali@haybrookcollege.co.uk**](mailto:nikipapali@haybrookcollege.co.uk)

**Opportunities for access**

A number of events, integrated into the school career programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Autumn term | Spring Term | Summer Term |
| Year 7 | Employer encounter – links to industry | Life skills assembly and /or tutor group workshops | Life skills assembly and /or tutor group workshops |
| Year 8 | Employer encounter – links to industry | Life skills assembly and /or tutor group workshops | Life skills assembly and /or tutor group workshops |
| Year 9 | Employer encounter – links to industry | Local Careers Events  Life skills assembly and /or tutor group workshops | Life skills assembly and /or tutor group workshops |
| Year 10 | Employer encounter – links to industry | Local Careers Events  Work Experience Opportunities | Life skills assembly and /or tutor group workshops |
| Year 11 | Employer encounter – links to industry  Year 11 and Post 16 Information evening  Work experience Preparation sessions | Local Careers Events  Post 16 taster sessions and organised college visits  Application workshops  Apprenticeship workshop  Groups sessions further education, training and employment options  Interview preparation sessions  Work experience Preparation sessions | Groups sessions further education, training and employment options  Interview preparation sessions |
| Year 12 | Employer encounter – links to industry  Year 11 and Post 16 Information evening  Work experience Preparation sessions | Local Careers Events  Post 16 taster sessions and organised college visits  Application workshops  Apprenticeship workshop  Groups sessions further education, training and employment options  Interview preparation sessions  Work experience Preparation sessions | Groups sessions further education, training and employment options  Interview preparation sessions |
| Year 13 | Employer encounter – links to industry  Year 11 and Post 16 Information evening  Work experience Preparation sessions | Local Careers Events  Post 16 taster sessions and organised college visits  Application workshops  Apprenticeship workshop  Groups sessions further education, training and employment options  Interview preparation sessions  Work experience Preparation sessions | Groups sessions further education, training and employment options  Interview preparation sessions |

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

**Premises and facilities**

The school will ensure that rooms are made available for discussions between the provider and the pupils, as appropriate to the activity. The school will also make available specialist equipment to support the provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature.

**Related Policies**

* Visiting Speaker Policy
* Prevent Policy

Visiting Speakers will be asked to complete a request form, and provide a biography, which will be kept on file and reviewed annually. Visiting Speakers will be asked to read and agree to uphold the Visiting Speakers guidelines.

**Approval and review**

Approved: April 2018

Last reviewed: April 2022

Date for next Review: April 2023

To be reviewed by the governors annually.