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## PROVIDER ACCESS POLICY

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<b>RESPONSIBILITIES</b>	
To determine and approve policy and ensure compliance	ESA School Board
To implement, deliver and comply	Headteacher and School Board
<b>APPROVAL DATE</b>	June 2023
<b>COMMITTEE</b>	ESA School Board
<b>DURATION</b>	1 Year
<b>REVIEW DATE</b>	June 2024
<b>SLT LEAD</b>	Headteacher

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## Introduction to Policy

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

## Student Entitlement

All students in years 10-13 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.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters during Key Stage 4. For students in Key Stage 5, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- Explain what career routes those options lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- Answer questions from students.

### Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact: Julia Sanderson, Lead for Partnerships, ESA Pipeline and Careers.

Telephone: 020 8386 6220 ext.3 227; Email: [julia.sanderson@esa.ac](mailto:julia.sanderson@esa.ac)

### Opportunities for access

A number of events, integrated into ESA's careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

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

Year	Autumn Term	Spring Term	Summer Term
Year 10	<p>Sign up to Careers Google Classroom</p> <p>Sign up to Unifrog</p> <p>Prince's Trust qualification</p>	<p>Apprenticeships presentation during apprenticeship week</p>	<p>1 to 1 Careers advice</p> <p>Presentations by Apprenticeship providers during careers week.</p>
Year 11	<p>Careers and options in Lifelong Learning</p> <p>Prince's Trust Qualification</p> <p>Post-16 Options Information afternoon with Local FE Colleges and apprenticeship providers</p> <p>Post-16 Options Parents presentation with Local FE colleges in attendance</p> <p>1 to 1 Careers Meetings</p>	<p>(must be completed by Feb 28th)</p> <p>Apprenticeships presentation and mock assessment info</p> <p>1 to 1 Careers advice</p>	
Year 12	<p>Industry placements and careers assembly</p> <p>Career sessions in induction</p> <p>White light apprenticeships day - Prod Tech students</p>	<p>Trip to University</p> <p>Careers options</p> <p>1-1 careers interviews</p>	<p>Post-18 assembly - UCAS</p> <p>Post-18 assembly - apprenticeships</p> <p>Futures Day - including university and apprenticeship exhibition. Opportunity for employers / industry professionals to address students.</p> <p>BBC Studioworks industry placements (TBC)</p>
Year 13	<p>Careers and options in Lifelong Learning</p> <p>UCAS/Uni presentations</p> <p>Higher education and apprenticeship fair</p>	<p>(must be completed by February 28th)</p> <p>Amazing Apprenticeships presentation and mock assessment info</p>	

	<p>One to one sessions with Careers Advisor and/or UCAS advisor</p> <p>Careers presence at Parents evening</p>		
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## Premises and facilities

ESA will make PS1, classrooms or 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader and these will be made freely available to students from Student Services.

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

### Complaints

Any complaints with regards to provider access can be raised following the school complaint procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## More Information

### Useful resources and external organisations

[National Careers Service](#). The National Careers Service provides information, advice and guidance to help people make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

[Amazing Apprenticeships](#). A website to make it easy for teachers and careers advisers to access the latest information about apprenticeships.

[Find an apprenticeship](#). Search and apply for an apprenticeship in England.

[Your Daughter's Future](#). A careers toolkit for parents.

If you still have a question or query please use the following contact details:

Email: [julia.sanderson@esa.ac](mailto:julia.sanderson@esa.ac)

Phone: 020 8386 6220