

# Access for Education & Training Providers Policy



Approved: March 2021  
Review date: March 2022  
Responsible Officer: ALT Careers Lead

## Trust Ethos, Mission, Vision and Values



The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Director of Education, Regional Director, Chief Finance Officer, Director of Corporate Affairs, Director of Operations, and Director of People Strategy.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the ELT, Principals, Headteachers or Business Services Director within the Trust.

Where the phrase 'Principal' is used, this also refers to Headteachers.

## Related Policies and Procedures

- Careers Education, Information, Advice and Guidance Policy
- Safeguarding Policy

## 1. Policy Statement

- 1.1. This policy statement sets out the Trust's arrangements for managing the access of providers to pupils at the Trust's schools for the purposes of giving them information about the provider's education or training offer. This complies with the Trust's legal obligations under Section 42B of the Education Act 1997.

## 2. Scope and Principles

- 2.1. Students 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 evenings, assemblies and group discussions and taster events.
  - To understand how to make applications for the full range of academic and technical courses.

## 3. Management of provider access requests

- 3.1. A provider wishing to request access should contact:

Vicky Merrick (Trust Careers Lead)

Telephone: 0115 929 7445 ext 3069

Email: vmerrick@archwaytrust.co.uk

## 4. Examples of opportunities for access

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	Building the Future Pathways for Progression assembly and tutor group opportunities KS4 Curriculum Choices opportunities assembly	Developing character skills assembly and tutor group opportunities KS4 Curriculum Choices evenings	Developing employability skills assembly and tutor group opportunities
<b>Year 9</b>	Opening Doors Pathways to employability, using Local Labour Market Information LMI assembly and tutor group activities	Event for University Technical Colleges/Apprenticeship providers	'Speed Networking' event with providers and employers

	Autumn Term	Spring Term	Summer Term
<b>Year 10</b>	Step Up Stand Out  Life Skills – work experience preparation sessions	Life Skills – work experience preparation sessions	Life skills – assembly and tutor group opportunities
<b>Year 11</b>	Life After Yr11  Assembly on opportunities at 16  Careers parent information event	Post 16 evening  Post 16 taster sessions	
<b>Year 12</b>	Higher Education Fair  Post 18 assembly – apprenticeships and technical qualifications	Small group sessions: future education, training and employment options	Small group sessions: future education, training and employment options
<b>Year 13</b>	Workshops – HE and higher apprenticeship applications	Small group sessions: future education, training and employment options  Workshops – HE and higher apprenticeship applications	

- 4.1. Please speak to our Trust Careers Lead, Vicky Merrick, to identify the most suitable opportunity for you and introduce you to Careers Leads at relevant schools.
- 4.2. The Trust policy on safeguarding sets out our approach to allowing providers into school as visitors to talk to our students. A copy of the Safeguarding Policy will be provided/referenced during your visit/s to our schools.

## **5. Premises and facilities**

- 5.1. 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 any other specialist equipment to support provider presentations where possible. This will all be discussed and agreed in advance of the visit with the school Careers Lead.
- 5.2. Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be made available in our libraries under 'Careers', which is managed by the school librarian and our Careers Advisers. Careers-related resources are available to all students at lunch and break times.