



## **PROVIDER ACCESS POLICY**

### **Introduction**

This policy statement sets out the 1590 Trust's arrangements for managing the access of providers for the purposes of giving them information about the provider's education or training offer. This complies with legal obligations under Section 42B of the Education Act 1997.

### **Student entitlement**

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.

### **Management of provider access requests**

Procedure

A provider wishing to request access should contact: J. Croft (IAG Officer) / Luke Matterson (Careers Leader)  
Telephone: 01642 783253/Email: [conyers@conyers.org.uk](mailto:conyers@conyers.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 – please see Appendix 1: Annual Calendar of Events.

Please speak to our named Careers Leader to identify the most suitable opportunity for you. The 1590 Trust's policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our website [www.conyers.org.uk](http://www.conyers.org.uk)

### **Premises and facilities:**

The Trust will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We 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 team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader who will distribute the relevant information to pupils.

### **APPENDIX 1: ANNUAL CALENDAR OF EVENTS**

**Date ratified**

**Review date:**

## APPENDIX 1: ANNUAL CALENDAR OF EVENTS

	• Autumn Term	• Spring Term	• Summer Term
<b>Year 8</b>	<ul style="list-style-type: none"> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>GCSE Options Evening</li> <li>Parents' Evening</li> <li>Careers/Enterprise Focus Day</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>iAchieve: Change and resilience</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents Evening</li> <li>KS4 Options process/tutorials and subject talks</li> <li>National Careers Week</li> <li>Careers/Enterprise Focus Day</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Fair</li> <li>Weekly work experience</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents' Evening</li> <li>Careers/Enterprise Focus Day</li> <li>National Apprenticeship Week</li> <li>National Careers Week</li> <li>Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>iAchieve: Goal setting/emotional intelligence</li> <li>Virtual work experience programme</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Parents' Evening</li> <li>PSHE Focus Day – Growth Mindset/Exam Success/CV Writing</li> <li>Careers one to one interviews</li> <li>Sixth Form Open Evening</li> <li>Apprenticeship talks</li> <li>Exec discussions</li> <li>Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Careers Week</li> <li>Sixth Form Open Evening</li> <li>National Apprenticeship Week</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> </ul>
<b>Year 12</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Sixth Form Open Evening</li> <li>Parents' Evening.</li> <li>UCAS Information evening</li> <li>Careers Fair</li> <li>Introduction to higher level apprenticeships</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Sixth Form Open Evening</li> <li>Parents' Evening</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Year 12 Work Experience Week</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Sixth Form Open Evening</li> <li>Parents' Evening.</li> <li>Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Sixth Form Open Evening</li> <li>Parents' Evening</li> <li>Careers Weeks in individual curriculum areas.</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> </ul>

