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## **Westfield Academy Provider Access Policy September 2018**

### **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.

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

#### **Procedure**

A provider wishing to request access should contact Melanie Hoad or Julia McAdam, Career Leaders;

Telephone: 01923 231560 Email: [mse@westfield.academy](mailto:mse@westfield.academy) or [jmc@westfield.academy](mailto:jmc@westfield.academy)

#### **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:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	Enterprise skills Introduction to careers	Life skills – assembly and tutor group opportunities	Life skills – PSHE, assembly and tutor group opportunities
<b>Year 8</b>	PSHE – identifying strengths for GCSE options KS4 options event	Life Skills – assembly and tutor group opportunities	Life Skills – assembly and tutor group opportunities
<b>Year 9</b>	PSHE - Careers and future aspirations	Life Skills – assembly and tutor group opportunities	Careers day

<b>Year 10</b>	Life Skills – work experience preparation sessions	Focus sessions – career exploration and future options	Work experience
<b>Year 11</b>	Life Skills – assembly on opportunities at 16	Post-16 evening Post-16 taster sessions	Event for University Technical Colleges
<b>Year 12</b>	Higher Education Fair Post-18 assembly – apprenticeships UCAS trip	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	Assembly opportunities	Assembly opportunities

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

### **Premises and facilities**

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.