

The Westwood Academy Provider Access Policy

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 Sally Hodge (Head Of Careers).

Telephone: 024 76467779

Email: shodge@thewestwoodacademy.co.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/carers:

Target Group	Example Types of Activity
Year 7	Assemblies "Inspiring Futures" Day (careers themed event) Careers Fair (from 2018)
Year 8	Assemblies "Inspiring Futures" Day (careers themed event) Careers Fair (from 2018)
Year 9	Assemblies "Inspiring Futures" Day (careers themed event) Careers Fair Options Event

Year 10	Assemblies – various employers, apprenticeship providers, colleges “Inspiring Futures” Day (careers themed event) Careers Fair Support for interview technique, CV writing, applications
Year 11	Assemblies – various employers, apprenticeship providers, colleges College Days - support for interview technique, CV writing, applications Careers Fair
Year 12	Careers Fair Assemblies – various employers, apprenticeship providers, colleges PSHE Days – careers and pathways Transition Day - Personal Statement Writing/Apprenticeships/Applications and Interview Technique Individual careers interviews and action plan Weekly emails to all students to update on apprenticeship vacancies and a range of noticeboards in sixth form area to support CIAG. Work Experience Placements
Year 13	Careers Fair Assemblies – various employers, apprenticeship providers, colleges PSHE Days – careers and pathways Weekly emails to all students to update on apprenticeship vacancies and a range of noticeboards in sixth form area to support CIAG. Work Experience Placements

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 Head Of Careers. The Resource Centre is available to all students at lunch and break times.

Approval and Review

Approved [date] by Governors at Curriculum and Standards Committee

Next review: July 19th 2018

Signed: [name] Chair of Governors

[name] Head teacher