

# Provider Access Policy

## MILLTHORPE SCHOOL

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### **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 8-11 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training providers 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 at these providers.

### **MANAGEMENT OF PROVIDER ACCESS REQUESTS**

#### **Procedure**

A provider wishing to request access should contact:

Tracy Kuhn – Non-curriculum Careers Coordinator  
Email: t.kuhn@millthorpe.southbank.academy  
Telephone: 01904 686400

Or

Ivan Noble - Curriculum Careers Coordinator  
Email: i.noble@millthorpe.southbank.academy  
Telephone: 01904 686400

#### **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 students and/or their parents/carers. Whilst external providers are working in the school, they will operate according to and be subject to the policies and procedures of the school, for example with regard to safeguarding, child protection, health and safety and data management.

These include:

- Assemblies to a specific year group or mix of year groups
- Talks to smaller groups of students
- Show and tell opportunities
- Stands at careers fair, or at Options and Information Evenings
- Involvement with our NYBEP programme including Mock Interviews, employability workshops, and sessions with all types of Post-16 education and training providers including but not limited to local colleges, sixth forms, universities and apprenticeship providers.
- Mentoring work with small groups of students.
- Involvement in extra-curricular activities such as clubs, trips, events, etc.
- Work experience placements.

We welcome providers wishing to communicate with our students, staff and parents/carers specifically about the following areas:

- Types of qualification including, but not limited to, A-Levels, Vocational awards, technical awards, apprenticeships, degrees.
- Routes into employment
- Continuing in education and training
- Raising awareness of career sectors
- Raising aspirations
- Labour market information – job market and key local sectors
- Employer expectations
- Employability skills
- Support in applications including but not limited to course, apprenticeship, university and employment applications
- Additional support for transitions into Further Education, Higher Education, Apprenticeships, other training opportunities and employment. This can include financial, emotional and practical support for more vulnerable students

Please speak to one of our Careers Coordinators to identify the most suitable opportunity for you.

### **Premises and Facilities**

The school will provide a suitable space for discussions between the provider and students, which could include Main Hall, classrooms, Library or meeting rooms dependent upon the planned activity. The school will also make AV equipment available to support provider presentations. All arrangements and necessary resources will be discussed and agreed with the careers team in advance of the visit.

Providers are welcome to leave copies of their prospectus or any other relevant course literature with the careers team for use by students as a careers resource. These resources are available to all students through the careers team or within the Careers office. Copies of posters and other relevant materials can also be given. Where appropriate these will be displayed within the careers area and/or added to the school website. Additionally where appropriate copies of presentations or links to websites can also be added to the school website for use by students and parents/carers.

**Approval and review**

Approved 19.3.18 by Governors at Curriculum and Standards Committee

Next review: March 2021

Signed:

Bill Schofield - Chair of Governors

A handwritten signature in black ink, appearing to read 'Gemma Greenhalgh', with a stylized flourish at the end.

Gemma Greenhalgh - Head teacher