



**RUSHEY MEAD**  
**ACADEMY**

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PROVIDER ACCESS POLICY

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### **1. Aims**

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

### **2. Statutory requirements**

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

### **3. Student entitlement**

All students in years 7 to 11 at Rushey Mead Academy are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

#### 4. Management of provider access requests

##### 4.1 Procedure

A provider wishing to request access should contact Marie Butler, Careers Advisor who will arrange suitable arrangements with the provider.

Telephone: 0116 2663730

Email: [careers@rushey-tmet.uk](mailto:careers@rushey-tmet.uk)

##### 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7	Access to Careers Advisors	Employability assemblies	STEM input
Year 8	Assembly and tutor group opportunities - employability skills	STEM Input	Employability Assemblies
Year 9	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers	Work experience preparation sessions
Year 10	Speed Networking Self-awareness and employability skills	Work Experience CV workshops Advice about Post 16 opportunities	Small group sessions and 1:1s to discuss further education, training and employment options
Year 11	Support with completion of PS16 college applications Post 16 Choices Evening Mock Interviews with employers	Apprenticeships Assembly Apprenticeships – support with applications National Citizenship Service (NCS) launch	Careers support with college interviews

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

##### 4.3 Granting and refusing access

- The Careers team are available in the library during lunchtime every Monday to speak to Year 11 students
- Students are able to make 1:1 appointments with the Careers Advisor

- Students are not able to come out of lessons without prior permission being given by their tutor/Careers Advisor.

#### 4.4 Safeguarding

See Rushey Mead Academy’s safeguarding policy [here](#)

Our safeguarding/child protection policy outlines the school’s procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

#### 4.5 Premises and facilities

- Careers events are usually held in the theatre or classrooms depending on the number of students/parents in attendance. Rushey Mead Academy are able to provide laptops, audio and visual equipment.
- Establish what facilities and equipment need to be used for the provider, once confirmed contact the specific departments (IT, premises, catering) to arrange these provisions.
- Providers are able to leave any literature for students to look through, e.g. prospectuses or leaflets.

#### 5. Links to other policies

All policies can be found on the Rushey Mead website: - <https://www.rushey-tmet.uk/our-academy/policies/>

- Safeguarding/child protection policy
- ICT User Policy
- Parent and Visitor Code of Conduct

#### 6. Monitoring arrangements

The school’s arrangements for managing the access of education and training providers to students is monitored by Careers Leader.

This policy will be reviewed by Careers Leader annually. At every review, the policy will be approved by the governing board/ the Senior Leadership Team and the Principal.

Version	Date	Author	Reason for Change
0.1	03/12/2020	HMU	New policy.