

Tauheedul Education Trust

This policy is in line with the Vision of the Trust

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PROVIDER ACCESS POLICY



Tauheedul
Education Trust

Document Control

This policy has been approved for operation within:	All Trust Secondary Schools
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Key Information

Careers Leader	Jeanetta Liburd – Assistant Principal
Email	Jeanetta.liburd@edengirlscoventry.tetrust.org

1 Introduction

- 1.1 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.

2 Pupil Entitlement

- 2.1 To give pupils from Year 8 to Year 13 opportunities:
- 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.

3 Who is Responsible for this Policy?

- 3.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the Trust Central Team, Local Governing Body and Principal of each Trust secondary school.
- 3.2 The Local Governing Body and Senior Leadership Team at each Trust secondary school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

4 Management of Provider Access Requests

- 4.1 A provider wishing to request access should contact:

Name	Jeanetta Liburd, Assistant Principal
Telephone	024 7509 1679
Email	Jeanetta.liburd@edengirlscoventry.tetrust.org

5 Opportunities for Access

5.1 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:

Year Group	Autumn	Spring	Summer
Year 7	Key Skills to Lead: Leadership qualification (half term PSHE programme)		Coventry University experience as part of Activities Week
Year 8	Key Skills to Lead: Leadership qualification (half term PSHE programme)	Careers guidance as part of GCSE Options Annual Big Bang Fair (STEM at the NEC)	STEM Workshop as part of Activities Week
Year 9	Annual Skills Show at the NEC Careers guidance as part of GCSE Options Key Skills to Lead: Leadership qualification (half term PSHE programme)	Community Service Projects over 2 suspended timetable days Year 9 Options Information Evening	Careers Fair 20 th July 2018 Coventry University Visit Community Service Projects Day 3 STEM Workshops
Year 10	Careers guidance as part of GCSE Options My Skills- Communication (video response to interview questions in PSHE) Coventry and Warwickshire Careers Fair	Prospects Careers Interviews (1:1 pathways interviews) Community Service Projects over 2 suspended timetable days	Prospects Careers Interviews (1:1 pathways interviews) Careers Fair (school based as part of Activities Week) STEM Workshops (as part of Activities Week) Community Service Projects Day 3
Year 11	A series of post 16 provider presentations Interview skills and CV developing programme provided by Department of Work and Pensions Prospects Careers Interviews (1:1 pathways interviews) Visits to 6th Form providers and Open Days, including apprenticeship providers	Prospects Interviews (1:1 careers interviews) Effective personal statement and CV writing (half term PSHE programme)	

6 Premises and Facilities

- 6.1 The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.
- 6.2 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.
- 6.3 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 pupils at lunch and break times.

7 Monitoring, Evaluation and Review

- 7.1 The policy will be promoted and implemented throughout all Trust secondary schools.
- 7.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust secondary school.
- 7.3 The Trust will review this policy every two years in consultation with each Trust secondary school.