



# Provider Access Policy

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| <b>Document Control Information</b>         |  |                         |                                |
| <b>Document Title, Issue and Date</b>       |  |                         |                                |
| Provider Access Policy                      |  |                         |                                |
| <b>Review Period</b>                        |  | <b>Review Committee</b> |                                |
| Every 2 years                               |  | Govs/Trustees/Directors |                                |
| <b>Revision History (most recent first)</b> |  |                         |                                |
| <b>Author</b>                               | <b>Summary of changes</b>  | <b>Issue</b>            | <b>Date Authorised</b>         |
| R Righini                                   | New policy   | 1                       | 31 <sup>st</sup> December 2017 |
| R Righini                                   | Policy review  | 2                       | 31 <sup>st</sup> August 2019   |
| <b>Authorisation</b>                        |  |                         |                                |
| <b>Approved By:</b>                         | Trustees   |                         |                                |
| <b>Date Approved:</b>                       | 31 December 2019   |                         |                                |
| <b>Date of Next review:</b>                 | 31 December 2021   |                         |                                |
| <b>Document Owner &amp; Reviewer:</b>       | The senior manager responsible for this policy is the Head of Employability  |                         |                                |
| <b>Equality Impact</b>                      |  |                         |                                |
| <b>Statement</b>                            | <p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the Equality Act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.</p> |                         |                                |
| <b>Screening</b>                            | <p>This policy has been screened by the Equality Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Low</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> High</p>  |                         |                                |

## 1. Purpose

1.1 This policy statement sets out the MAT's arrangements for managing the access of providers to pupils at schools for the purpose of giving them information about the provider's education or training offer.

1.2 This complies with legal obligations under Section 42B of the Education Act 1997.

## 2. Scope of Policy

2.1 This policy applies to all pupils in Years 8-13 in all locations. It sets out the approach of New Bridge Multi Academy Trust (MAT) to careers guidance.

## 3. Reason for Review

3.1 This document was reviewed as part of our accountability framework.

## 4. Aim(s):

4.1 All pupils in Years 8-13 are entitled:

- 4.1.1 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;
- 4.1.2 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;
- 4.1.3 to understand how to make applications for the full range of academic and technical courses.

## 5. Procedures and practice

5.1. Management of provider access requests

### 5.1.1. Procedure

- 5.1.1.1. A provider wishing to request access at Hollinwood Academy should contact Jaina Walton, Head of Site; Telephone: 0161 883 2404; Email: [info@hollinwoodacademy.org](mailto:info@hollinwoodacademy.org)
- 5.1.1.2. A provider wishing to request access at New Bridge School should contact Gavin Lyons, Head of Site; Telephone: 0161 883 2401; Email: [info@newbridgeschool.net](mailto:info@newbridgeschool.net)
- 5.1.1.3. A provider wishing to request access at Spring Brook Academy should contact Melanie Rodgers, Head of Site; Telephone: 0161 770 8281; Email: [info@springbrookacademy.org](mailto:info@springbrookacademy.org)
- 5.1.1.4. A provider wishing to request access at Springboard Project should contact Alison Tootill, Head of Site; Telephone: 0161 883 3250; Email: [info@springboardproject.org](mailto:info@springboardproject.org)

### 5.1.2. Opportunities for access

- 5.1.2.1. A number of events, integrated into the school employability / careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

| <b>Year</b>    | <b>Autumn Term</b>  | <b>Spring Term</b>   | <b>Summer Term</b>  |
|----------------|---|--|---|
| <b>Year 8</b>  | Guest class speakers from public services   | City of Tomorrow Enterprise Day  |   |
| <b>Year 9</b>  | Guest class speakers from public services   | City of Tomorrow Enterprise Day  |   |
| <b>Year 10</b> | Guest class speakers from public services   | City of Tomorrow Enterprise Day<br><br>Mahdlo Business Breakfasts  | Employability Awards Evening<br><br>Mahdlo Business Breakfasts                                |
| <b>Year 11</b> | 1:1 Careers Guidance with an impartial careers advisor<br><br>Guest class speakers from public services | City of Tomorrow Enterprise Day<br><br>Employability Pathways Open Evening<br><br>Visits to host work placement/internship sites<br><br>Annual Reviews<br><br>Mahdlo Business Breakfasts | Employability Awards Evening<br><br>Team Tech Awards Launch<br><br>Mahdlo Business Breakfasts |
| <b>Year 12</b> | Young Enterprise Launch   | City of Tomorrow Enterprise Day<br><br>Employability Pathways Open Evening<br><br>Visits to host work placement/internship sites<br><br>Mahdlo Business                                  | Employability Awards Evening<br><br>Team Tech Awards Launch<br><br>Mahdlo Business Breakfasts |

|                |   | Breakfasts   |   |
|----------------|---|--|---|
| <b>Year 13</b> | 1:1 Careers Guidance with an impartial careers advisor<br><br>Young Enterprise Launch | City of Tomorrow Enterprise Day<br><br>Employability Pathways Open Evening<br><br>Visits to host work placement/internship sites<br><br>Mahdlo Business Breakfasts                       | Employability Awards Evening<br><br>Team Tech Awards Launch<br><br>Mahdlo Business Breakfasts |
| <b>Year 14</b> | 1:1 Careers Guidance with an impartial careers advisor<br><br>Young Enterprise Launch | City of Tomorrow Enterprise Day<br><br>Employability Pathways Open Evening<br><br>Visits to host work placement/internship sites<br><br>Annual Reviews<br><br>Mahdlo Business Breakfasts | Employability Awards Evening<br><br>Team Tech Awards Launch<br><br>Mahdlo Business Breakfasts |

5.1.2.2. Please speak to the relevant Head of Site to identify the most suitable opportunity for you.

## 5.2. Premises and facilities

- 5.2.1. The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and pupils, 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 Head of Site or a delegated member of the team.
- 5.2.2. Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception, which is managed by the school administrator.
- 5.2.3. The reception foyer is available to all pupils at lunch and break times.

## **6. Sources and references**

6.1. This policy takes into account:

6.1.1. Equality Act 2010

6.1.2. Education Act 1997, section 42B

6.1.3. DfE Guidance - Careers guidance and access for education and training providers

## **7. Other useful documents**

7.1. Careers Policy

## **8. Monitoring**

8.1. This policy will be monitored through the MAT's accountability framework.