Provider Access Policy

Document provenance

<table>
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<tr>
<th>This policy was approved as follows –</th>
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<tr>
<td>Jane Millward, CEO</td>
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<tr>
<td>Frequency of review: every two years</td>
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<td>ELT Owner: CEO</td>
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Provider Access Policy

1. Introduction and purpose

1.1 This policy statement sets out the academy’s arrangements for management the access of providers to pupils at the academy for purposes of giving them information about the provider’s education or training offer.

2. Scope

2.1 This policy applies to all staff and students at North Birmingham Academy and to any providers wishing to request access.

3. Legislation and regulation

3.1 This policy complies with our legal obligations under Section 42B of the Education Act 1997.

4. Student entitlement

4.1 Students 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

5. Management of provider access requests

Procedure

5.1 A provider wishing to request access should contact:

Deborah Long, Careers Advisor

Telephone: 0121 373 1647 ext 3342; Email: Deborah.Long@e-act.org.uk

Opportunities for access

5.2 A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to pupils and/or their parents:

Any provider who has expressed an interest in speaking with student is invited to participate in our careers sessions.
## Careers Education Advice and Guidance (CEAIG) and Employability Activities Schedule

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AUTUMN TERM</th>
<th>SPRING TERM</th>
<th>SUMMER TERM</th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>Assemblies, guest speakers, #BeREADY on line careers, Careers drop-in clinic, form time careers curriculum</td>
<td>Lunch time Q&amp;A with employers (various sectors) trips and visits to employers or universities, business enterprise day, National Careers Week activities</td>
<td>Aspirations visit to a University, Employability Fair</td>
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<tr>
<td>8</td>
<td>Assemblies, guest speakers, #BeREADY on line careers, Careers drop-in clinic, form time careers curriculum</td>
<td>Lunch time Q&amp;A with employers (various sectors) trips and visits to employers or universities, business enterprise day, National Careers Week activities</td>
<td>Aspirations visit to a University, Employability Fair</td>
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<tr>
<td>9</td>
<td>Assemblies, guest speakers, #BeREADY on line careers, Careers drop-in clinic, form time careers curriculum</td>
<td>Lunch time Q&amp;A with employers (various sectors) trips and visits to employers or universities, business enterprise day, National Careers Week activities</td>
<td>Aspirations visit to a University, Employability Fair</td>
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<tr>
<td>10</td>
<td>Assemblies, guest speakers, #BeREADY on line careers, Careers drop-in clinic, form time careers curriculum</td>
<td>Lunch time Q&amp;A with Employers (various sectors) work experience week</td>
<td>Aspirations visit to a University, Employability Fair, mock interview day</td>
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<tr>
<td>11</td>
<td>Assemblies, guest speakers, on line careers, Careers drop-in clinic, form time careers curriculum</td>
<td>Year 11 concentrate on making their post 16 applications and GCSE revision</td>
<td>Drop in Clinic available</td>
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<tr>
<td>12</td>
<td>Young Professional Day, Work Experience Assembly</td>
<td>Lunch time Q&amp;A with Employers (various)</td>
<td>Access to HE day, Year group University Visit, UCAS Convention, experience of work placement (inc volunteering)</td>
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<tr>
<td>13</td>
<td>UCAS Completion for Oxbridge/Medical and Dentistry Students, Young Professionals Day, One to one Careers Interview</td>
<td>Lunch time Q&amp;A with Employers (various) UCAS completion for non-Oxbridge/medical/dentistry students</td>
<td>Drop in Clinic available</td>
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6. **Premises and facilities**

6.1 The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy 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.

6.2 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 academy librarian. The Resource Centre is available to all students at lunch and break times.

7. **Responsibilities**

7.1 The following responsibilities apply in relation to this policy:

- Deputy Chief Executive has overall accountability for this policy.
- Deputy Chief Executive – has overall responsibility for ensuring implementation and compliance within all E-ACT secondary academies.
- Regional Education Directors – have delegated responsibility for implementation and compliance within their regions.
- Headteachers – have responsibility to ensure that the policy is fully implemented in their academy and that provisions in other policies, such as Visit Speaker policy are adhered to.
- Teachers – have a responsibility to ensure that students have sufficient access to visiting providers as part of a planned programme of CEIAG activities.
- All staff – have a responsibility to cooperate fully with the provisions of this policy.

8. **Approval and review**

8.1 This policy will be reviewed annually by the academy and approved by the Regional Education Director.