



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

PROVIDER ACCESS POLICY

SLT responsible:	Vice Principal – Aspiration & Ethos
Last reviewed:	January 2019
Ratified by Governors:	n/a

Provider Access Policy

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 8-13 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact Jennie Cole, CEIAG Co-ordinator, Telephone: 01323 841468; Email: colej@hccat.net

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 pupils and/or their parents/carers.

Year Group	Autumn Term	Spring Term	Summer Term
Year 7		Aspirations Week Careers Fair Parents Eve	
Year 8	Assemblies	Aspirations Week Options Evening Careers Fair Parents Eve	Assemblies
Year 9		Aspirations Week Careers Fair	Opportunities to visit FE providers
Year 10	Parents Evening	Aspirations Week Careers Fair	Mock Interviews / Taster Days
Year 11	Parents Evening	Aspirations Week Careers Fair Study Skills Evening	Post 16 Taster Lunch time drop-ins
Year 12	Post 18 Assemblies and Workshops	Aspirations Week Careers Fair	Post 18 Assemblies and Workshops
Year 13	Post 18 Assemblies and Workshops	Aspirations Week Careers Fair	Post 18 Assemblies and Workshops

Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in our school library. Library is available to all students at lunch and break times.