

CAREE-02-PROVIDER-ACCESS

1 INTRODUCTION

- 1.1 This document sets out the Heart of England Trust's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the Trust's legal obligations under Section 42B of the Education Act 1997.

2 ROLE OF THE TRUST BOARD AND COMMITTEES

- 2.1 The Quality of Education Committee will read and ensure the implementation of this policy.

3 ROLE OF THE PRINCIPAL AND SENIOR LEADERSHIP TEAM

- 3.1 The Principal and Senior Leadership Team must allow access to appropriate providers.
- 3.2 The Principal and Senior Leadership Team must support the Careers and Destinations Lead with the implementation of this policy.

4 STUDENT ENTITLEMENT

- 4.1 All students in years 7-13 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.

5 OPPORTUNITIES FOR ACCESS

- 5.1 The Trust offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the Trust's Careers Charter which can be seen on the school website.

The Trust will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The Trust will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of the team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead so that they can be displayed in the Careers Section of the school library.

- 5.2 The process for making contact with the school is detailed in the procedure CAREE-P02-1-How to contact the school - Provider Access - 00

6 PROCEDURE AUTHOR

- 6.1 The author of this procedure is the Careers and Destinations Lead. They should be contacted for any points of clarification or suggested future amendments.

7 VERSION CONTROL

Policy Number	CAREE-02-
Policy Name	Provider Access
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Publication Method	External U:\Staff Information\Policies\CAREERs Policies
Approved by	Quality of Education
Date of Approval	June 2024
Key changes since previous version	1. No changes required
Next Review Date	May 2025

CAREE-02 - PROVIDER ACCESS - HOW TO CONTACT THE SCHOOL

1 INTRODUCTION

- 1.1 The document outlines how external providers can disseminate information to students

2 TASK DESCRIPTION

- 2.1 The Trust, the Senior Leadership Team and the Careers Lead must consider giving permission for access to any provider wishing to give information to students.
- 2.2 Access to our students will be granted where it can be agreed that the provider matches the needs of our students, especially where the provider promotes our core values.
- 2.3 As long as we can accommodate the request in terms of scheduling and accommodation.

3 PROCEDURAL DETAILS

- 3.1 A provider wishing to request access should contact: The Careers and Destinations Lead: Telephone: 01676 535 222 or by Email: Office@heart-england.co.uk
- 3.2 A copy of our careers plan can be found here: <https://heart-england.co.uk/student-handbook/careers-and-destinations-plan/>

4 PROCEDURE AUTHOR

- 4.1 The author of this procedure is The Careers and Destinations Lead. They should be contacted for any points of clarification or suggested future amendments.

5 VERSION CONTROL

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Procedure Name	Procedure Provider Access-Management of Requests
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