Provider Access Policy
### Document provenance

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

1. Introduction and purpose
1.1 This policy statement sets out the academy’s arrangements for managing 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 Shenley 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:
Liz Stevenson, Leader of Careers Education
Telephone: 0121 464 5191 Email: estevenson@SHENLEYACADEMY.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:

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<thead>
<tr>
<th></th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
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<tbody>
<tr>
<td><strong>Year 8</strong></td>
<td>TBC - 1 to 1 Independent Careers Advice and Guidance (Aspire)</td>
<td>Pathways Evening TBC - 1 to 1 Independent Careers Advice and Guidance (Aspire)</td>
<td>KPMG Work Ready Forward Thinking Programme(UOB) TBC - 1 to 1 Independent Careers Advice and Guidance (Aspire)</td>
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<tr>
<td>Year</td>
<td>Autumn Term</td>
<td>Spring Term</td>
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| **Year 9** | The Skills Show  
Forward Thinking Programme(UOB)  
Aim Higher Plus Mentoring | Emerge Leadership  
Forward Thinking Programme(UOB)  
Reach Out at Aston University  
adi Group Engineering Apprenticeships  
Big Bang Fair  
Move It  
Modern Foreign Languages Day at Aston University | iRail Event: workshops focused on STEM  
KPMG Work Ready  
Shenley Academy Careers Fair  
Broadening Horizons Event |
| **Year 10** | TalentEd  
The Skills Show  
Aim Higher Plus Mentoring | Work Experience  
Mosaic Enterprise Challenge  
KPMG Mock Interview Day  
The Speaker’s Trust: Speak Out  
Forward Thinking Programme(UOB)  
Barber Institute of Art visit  
Jaguar Land Rover Engineering & Manufacturing Experience | Shenley Academy Careers Fair  
UOB Careers in Film and TV Event |
| **Year 11** | 1 to 1 Independent Careers Advice and Guidance (Aspire)  
Aim Higher Plus Mentoring | National Apprenticeships Service: An Introduction to Apprenticeships  
1 to 1 Independent Careers Advice and Guidance (Aspire)  
Forward Thinking Programme(UOB)  
adi Group Engineering Apprenticeships | 1 to 1 Independent Careers Advice and Guidance (Aspire)  
Shenley Academy Careers Fair |
| **Year 12** | Aim Higher Plus Mentoring  
1 to 1 Independent Careers Advice and Guidance (Aspire) | 1 to 1 Independent Careers Advice and Guidance (Aspire)  
Newman University visit to experience a taster of ‘university life’.  
Advice and guidance on making UCAS applications. | Shenley Academy Careers Fair  
1 to 1 Independent Careers Advice and Guidance (Aspire)  
Planned visit to UCAS Conference. |
<table>
<thead>
<tr>
<th>Year 13</th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
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<tbody>
<tr>
<td></td>
<td>Aim Higher Plus Mentoring</td>
<td>1 to 1 Independent Careers Advice and Guidance (Aspire)</td>
<td>Shenley Academy Careers Fair</td>
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<tr>
<td></td>
<td>Advice and guidance on making UCAS applications.</td>
<td>Planned guidance by ambassadors from Newman University.</td>
<td>1 to 1 Independent Careers Advice and Guidance (Aspire)</td>
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<tr>
<td></td>
<td>1 to 1 advice on UCAS firm and insurance offers.</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.