



# Provider access policy statement

**Approved by:** Betty Shuttleworth **Date:** 13 February 2024

**Last reviewed on:**

**Next review due by:** 13 February 2025

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## 1. Aims

This policy statement aims to set out our school’s arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Our legal obligations in regard to providers and access to students,
- Procedures in relation to requests for access,
- Details of premises or facilities to be provided to a person who is given access and the safeguarding policy he/she/they must follow.

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and in the Department for Education (DfE) [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements for students from Year 7-11.

## 3. Student entitlement

All students in years 7 to 11 at Cambridge School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, through assemblies, workshops, speakers and events.
- Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Mehr Shakir, Assistant Headteacher

Telephone: 0208 735 0980

Email: [m.shakir@cambridge.lbhf.sch.uk](mailto:m.shakir@cambridge.lbhf.sch.uk)

## 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to access students:

Event/ Access Arrangement	Year Group
<b>Assemblies-</b> Invite speakers from a range of FE colleges, apprenticeship providers, and careers	All
<b>Career Insight Days-</b> Be able to visit different companies and organisations to see what their day-to-day operations look like. Providers can invite students to visit their premises for a tour or taster session. This will be considered on the basis of other school events, staff availability and the cost of transport to and from the premises. All invitations are welcomed.	Year 9, 10, 11
<b>Career Talks</b>	All
<b>FE Colleges Event</b>	Year 10 & 11
<b>Meeting with Careers Advisor</b>	Year 10
<b>Speed Networking</b>	Year 10
<b>CV Workshop (Department for Work &amp; Pensions)</b>	Year 11
<b>Link with Further Education (West London College &amp; West Thames College)</b>	Year 9, 10, 11

Please speak to our Mehr Shakir to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

## 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

## 4.5 Premises and facilities

The school will make our hall, classroom, outdoor space and meeting room available as appropriate. Our IT technicians will support with projectors and speakers to allow providers to deliver effective presentations and workshops. Use of facilities can be discussed with our Assistant Headteacher (Mehr Shakir) when you arrange your visit. All providers are also welcome to provide copies of prospectuses or ask for events and opportunities to be advertised on our school website.

## 5. Previous providers

In previous years we have invited the following providers to speak to our pupils:

- NHS
- Ask Apprenticeships
- Employees from various sectors across London
- FE Colleges (West London College)

## 6. Complaints

Any complaints related to provider access can be raised following the school complaints procedure <https://cambridge.lbhf.sch.uk/our-school/key-information-and-policies/> or directly with the Headteacher, Alan Campbell ([head@cambridge.lbhf.sch.uk](mailto:head@cambridge.lbhf.sch.uk)).

## 8. Links to other policies

On our website, <https://cambridge.lbhf.sch.uk/our-school/key-information-and-policies/> , you will see links to the following policies that have impact on this policy:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mehr Shakir (Assistant Headteacher). This policy will be reviewed annually.

At every review, the policy will be approved by the governing board.