



Provider Access Policy	
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Policy author	Martin Fisher
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Document control:

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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:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

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 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](#).

This policy shows how our school complies with these requirements.

3 Student entitlement

All students in years 7 to 11 at Worthing High 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, e.g. through activities and events such as options events, assemblies and taster activities
- 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 Mr Martin Fisher, Careers Advisor.

Telephone: 01903 237864

Email: mfisher@worthinghigh.net



All requests will be considered & reviewed and further information may be requested prior to a final decision and response to the request being provided.

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7		<ul style="list-style-type: none"> • Enrichment days • Assemblies • Careers Week presentations 	<ul style="list-style-type: none"> • Enrichment days • Assemblies
YEAR 8	<ul style="list-style-type: none"> • Enrichment days • Assemblies 	<ul style="list-style-type: none"> • Enrichment days • Assemblies • National Apprenticeship Week presentations • Careers Week presentations 	<ul style="list-style-type: none"> • Enrichment days • Assemblies
YEAR 9	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • Introduction to T Levels • Enrichment days • Pathway assembly opportunities • Alumni career activities • Post-16 & Careers Fair 	<ul style="list-style-type: none"> • Key Stage 4 options events • Assembly and tutor group opportunities • National Apprenticeship Week presentations • Careers Week presentations • Enrichment days • Introduction to T Levels • Pathway assembly opportunities 	<ul style="list-style-type: none"> • PSHE Career modules Enrichment days • Pathway assembly opportunities
YEAR 10	<ul style="list-style-type: none"> • Assembly and tutor group opportunities • Post-16 & Careers Fair • Enrichment days • Fit for the Future involving local corporate entities and Apprenticeships • Pathway assembly opportunities 	<ul style="list-style-type: none"> • Big Interview networking event with providers and employers • Focus Day Post 16 provider presentations • National Apprenticeship Week presentations • Careers Week presentations 	<ul style="list-style-type: none"> • Work experience preparation sessions • Work experience • Pathway assembly opportunities • Post 16 modules within PSHE • Post 16 Taster Day • Opportunities
YEAR 11	<ul style="list-style-type: none"> • Enrichment days • Pathway Assemblies • Post-16 & Careers Fair • Post 16 modules within PSHE 	<ul style="list-style-type: none"> • Post-16 taster sessions • National Apprenticeship Week presentations • Careers Week presentations 	



Please speak to Martin Fisher, Careers Advisor 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.

4.3 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors and is available on our school website-

<https://www.worthinghigh.net/attachments/download.asp?file=2061>

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

4.4 Premises and facilities

The school will make a suitable space or room available for discussions between the provider and students, as appropriate to the activity.

The school 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 Advisor or a member of staff or SLT linked to the relevant Year group or groups.

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

5 Links to other policies

[Safeguarding and child protection](#)

[Careers guidance policy](#)

[Curriculum policy](#)

[Visitor Policy](#)

6 Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mr M Fisher

This policy will be reviewed by Mrs H Thomson (Assistant Headteacher) annually.

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