

## Provider Access Policy – Getting Employers in to the Classroom

<b>DRAFTED BY:</b>	SFI	<b>STATUS:</b>	Non-Statutory
<b>APPROVED:</b>	DRAFT	<b>GOV. PANEL:</b>	Standards
<b>ISSUE:</b>	1	<b>NEXT REVIEW:</b>	As Required

### 1. Introduction

This policy statement sets out the school'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 school's legal obligations under Section 42B of the Education Act 1997.

### 2. Student Entitlement

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

### 3. Management of Provider Access Requests

#### 3.1. PROCEDURE

A provider wishing to request access should contact the school's Careers Leader, Telephone: 0208 568 5791; Email: [school@isleworthsyon.org](mailto:school@isleworthsyon.org).

The name of the current Careers Leader can be found on the school website under Key Contacts.

#### 3.2. 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 students and/or their parents/carers:

YEAR	AUTUMN TERM	SPRING TERM	SUMMER TERM
7		Assembly and tutor group opportunities - employability skills	Assembly and tutor group opportunities - employability skills. WLW* - Enterprise Challenge
8	Assembly and tutor group opportunities - employability skills	Assembly and tutor group opportunities - employability skills. Investigating different careers via Panjango trumps.	Assembly and tutor group opportunities - employability skills. WLW* - Enterprise Challenge
9	Assembly and tutor group opportunities - employability skills	Key Stage 4 options event	
10	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers	Work experience

YEAR	AUTUMN TERM	SPRING TERM	SUMMER TERM
		Work experience preparation sessions	
11	Assembly on opportunities at 16	Post-16 evening Post-16 taster sessions Apprenticeships - support with applications	
12	Post-18 assembly - introduction to apprenticeships	Big Idea Challenge	Small group sessions: future education, training and employment options, UCAS prep. KICKSTART programme for Yr12
13	HE and higher apprenticeship applications	Assembly and small group opportunities - employability skills	Apprenticeships - support with applications

\*WLW - Wider Learning Week.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

#### 4. 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 audio-visual (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.

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 school librarian. The Resource Centre is available to all students at lunch and break times.

#### 5. Retention and Data Protection

Through the application of this policy, the School may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of the Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998). Records will be kept in accordance with our Privacy Notices, our Retention & Destruction Policy and in line with the requirements of the Data Protection Legislation.

#### 6. Reviewing

The governing body will review the policy as required, to ensure the effectiveness of the procedure and make changes where necessary.