

Staff responsible	Paul Shaw
Date of policy/last review	16/10/2020
Governing body ratified	19/12/2018
Review cycle	1 year
Next review	16/10/2021

1. Aims

- 1.1 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.
- 1.2 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

- 2.1 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.
- 2.2 Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.
- 2.3 This is outlined in section 42B of the [Education Act 1997](#).
- 2.4 This policy shows how our school complies with these requirements.

3. Student entitlement

- 3.1 All students in years 8 to 11 at Brent Knoll 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
 - 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 Paul Shaw, Assistant Headteacher

Telephone: 020 8699 1047

Email: p.shaw@brentknollschool.co.uk

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
All	<p>Communication passports updated</p> <p>Annual reviews to have discussions around training and employment from year 9 onwards</p> <p>Personal development tracker to identify personal and social development areas</p>		
KS3	<p>Independent travel training</p> <p>Duke of Edinburgh Award</p> <p>Alternative providers: Lewisham Youth Project, Ilderton Motor Vehicle Project, Millwall Community Trust</p>	<p>World of work day - team building activities</p> <p>Independent travel training</p>	<p>Year 8 and 9 Annual reviews to focus on aspiration and employability</p> <p>KS4 booklet course information</p>
KS4	<p>KS4 transition information booklet</p> <p>KS4 information parents Q&A session</p> <p>Independent travel training</p> <p>Duke of Edinburgh Award</p> <p>Alternative providers: Lewisham Youth Project, Ilderton Motor Vehicle Project, Millwall Community Trust</p> <p>Prince's Trust programme – community project (river cleaning)</p> <p>Macmillan coffee morning, community police interaction morning, Surrey quays farm work</p> <p>Tuck shop</p> <p>Prince's Trust: Introduction to teamwork workshop</p> <p>Prince's Trust: Introduction to enterprise project</p> <p>Prince's Trust: Interview skills</p> <p>Prince's Trust: Money management</p>	<p>SaLT: Transition training – Year 11</p> <p>Independent travel training</p> <p>Prince's Trust programme</p> <p>Image in action</p> <p>Lewisham Youth Theatre, climbing activity, Sports relief</p> <p>Tuck shop</p> <p>World of work day Mock interviews, careers speed networking, communication in the workplace workshop, employability exercise and Young Apprentice Enterprise Workshop</p> <p>Year 10 - 2 week work experience</p> <p>Prince's Trust: Employability and Enterprise day – Dragon's Den Day.</p> <p>Prince's Trust: World of work opportunities – visits to corporate partners offices.</p> <p>Year 10 Annual reviews to focus on aspiration and employability</p>	<p>Drop in sessions run by school counselor</p> <p>Year 11 – 2 week work experience</p> <p>Prince's Trust programme- community project Sport relief</p> <p>CV skills workshop</p> <p>Tuck shop</p>

KS4 transition	Year 11 Annual reviews to focus on aspiration and employability KS5 information parents Q&A session Visits to local post-16 providers Lewisham Post-16 Opportunities Event at Goldsmiths College Ex-students visit to share their experiences	Visits to local post-16 providers Post-16 Application support Pupil questionnaire	Ex-students visit to share their experiences
	KS4 Careers specific curriculum links		
	Prince's Trust: Unit 1 – Career planning Unit 2 – Community project – Coffee morning, river clean-up, pensioners tea party Unit 4 – Digital skills Unit 5 – Interpersonal and Self-management skills Unit 9 – Planning for personal development Unit 14 – Undertaking an enterprise activity		
	AQA PSE: Unit 4 - Personal finance Unit 7 - Making informed career choices Unit 8 – Applying for jobs and courses Unit 9 – Relationships, Behaviour and Practices in the Workplace		

4.3 Granting and refusing access

Students are escorted to and/or supervised at all events and so access is granted through permission from parents as all events occur during the school day.

4.4 Safeguarding

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

A provider statement is obtained from all Alternative Provision Providers to indicate that these institutions have employers that have enhanced DBS clearance.

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

4.5 Premises and facilities

- Providers will have access to main areas of the school premises including the outdoor environment, this will include access to classrooms and use of the school's IT equipment.
- Providers will indicate prior to the visit, what access is required including audio visual equipment and rooming.
- Providers can leave prospectuses or other material for students to read.

5. Monitoring arrangements

5.1 The school's arrangements for managing the access of education and training providers to students is monitored by Paul Shaw, Assistant Headteacher.

5.2 This policy will be reviewed by Paul Shaw, Assistant Headteacher, annually. At every review, the policy will be approved by the governing board.