

**King Edward VI Handsworth Wood Girls’ Academy**

**Provider Access Policy**

**November 2020**

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**Provider Access Policy**

1. **Introduction and Policy** 
   1. This policy statement sets out the academy’s arrangements for management of the access of providers to students at the academy for purposes of giving them information about the provider’s education or training offer.
2. **Scope** 
   1. This policy applies to all staff and students at KEVI HWGA and to any providers wishing to request access.
3. **Legislation and Regulation** 
   1. This policy complies with our legal obligations under Section 42B of the Education Act 1997.
4. **Student Entitlement** 
   1. Students in years 7-13 are entitled:

* To find out about technical education qualifications and apprenticeship 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, vocational and technical courses.

1. **Management of Provider Access Requests**

Procedure

* 1. A Provider wishing to request access should contact:

Noshin Yasin, Aspirations Leader

Telephone: 0121 554 8122 EXT 210; Email: [nyasin@hwga.org.uk](mailto:jplimmer1@hwga.org.uk)

Opportunities for access

* 1. A number of events, integrated into the academy provision, to speak to pupils and/or their families.
  2. TEAMS can be set up to provide virtual opportunities for engagement, where necessary.

1. **Premises and Facilities** 
   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.
   2. Access through TEAMS will be arranged, in liaison with the IT Support department, at the academy where virtual visits are planned. This will be done in accordance with academy’s safeguarding and data protection policies.
   3. 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. Electronic copies of these will be shared through channels in the Careers team on TEAMS.
2. **Responsibilities** 
   1. The following responsibilities apply in relation to this policy:

* The Headteacher and Associate Headteacher have responsibility to ensure that the policy is fully implemented in the Academy.
* Teachers have a responsibility to ensure that students have sufficient access to visiting providers as part of a planned programme of activities.
* All staff have a responsibility to cooperate fully with the provisions of this policy.

1. **Approval and Review** 
   1. The policy is approved by the Headteacher and scheduled for annual review.