



# The Halifax Academy Provider Access Policy Statement



**Heart**



**Mind**



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Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Careers Lead	Governing Body	June 2021	1.1	June 2022

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Date	Version	Status	Summary of Changes
June 2021	1.1		New policy

For the purpose of this policy the following representatives need to sign off this document:	
Role/Department & Responsibilities	Name
Local Governing Body	Diane Cothey

Website:	
Yes/No	Yes

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### 1. Aims

This policy statement sets out our academy's arrangements for managing the access of providers to students at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

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. Student entitlement

All students in years 8-11 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.
- 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.
- 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 our Careers Team to identify the most suitable opportunity for you.

Mrs M Kozic-Shaw – Phase 4 Leader / Teacher of MFL / Careers Leader

Ms S K Jabbal – Curriculum Support Coordinator

T: 01422 301080

#### 3.2 Opportunities for access

A number of events, integrated into the academy Careers Programme, will offer providers an opportunity to come into the academy to speak to students and/or their parents/carers. The academy calendar varies from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity.

Please see below for an outline of the planned events throughout the year.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	Sign onto Unifrog  Big Ideas – Solutions for the Planet  Science Club	Science Club  STEM / National Careers Week	DHL Careers Talk  Makefest  Science Club
<b>Year 8</b>	Sign onto Unifrog  DHL – Employability Skills  Drama Club  Drone Workshop  KS4 Guided Options Sessions  Steam Ambassadors	DWP - Transferable Skills Session  Steam Ambassadors  STEM / National Careers Week	DHL Careers Talk  Kingswood  Makefest  Steam Ambassadors  University visit
<b>Year 9 Core</b>	Sign onto Unifrog  Harlow Carr – Photography  Make It in Manufacturing Challenge	Apprenticeship Fair  Design Workshops  DHL Logistics Challenge  KS4 Guided Options Sessions	Design London Visit

	STEM – Brilliant Club The Giving Project  Wilmott Dixon Site Visit	MFL Ambassadors Talks  STEM / National Careers Week	
<b>Year 10 Core</b>	Sign onto Unifrog  Careers in the NHS  Post 16 Options Event & Careers Fair  Restart A Heart Day	Apprenticeship Fair Calderdale  Apprenticeship Event  Speaker in Assembly  Spotlight Activity  STEM / National Careers Week  Women In Engineering  YE Company Programme	One to One Careers Meeting  HNC Taster Session  Interview Skills Days – Mock interview and Exploring Careers with employers  Kirklees College Taster Days  NHS Taster Session  University Visit
<b>Year 11 Core</b>	Sign onto Unifrog  Lunchtime Drop in Sessions  One to One Careers Meeting  DHL – Employability and Networking Session  Get Organised Careers Event -Virtual  Post 16 Open Evenings  Post 16 Options Event & Careers Fair  Post 16 – support with applications	Lunchtime Drop in Sessions  Apprenticeship Fair Calderdale  Apprenticeship Event  NCS Skills Booster sessions  STEM / National Careers Week	Lunchtime Drop in Sessions  Apprenticeships support with applications

### 3.3 Safeguarding

The academy's policy on safeguarding /child protection outlines the academy's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

### 3.4 Premises and facilities

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.

Providers are welcome to leave a copy of their prospectus or other relevant CEIAG in the school's main library. The Library is available to all students at break and lunch times. literature with the Careers Advisor so that it can be displayed in the Careers Room which is in the academy's main library. The Library is available to all students at break, lunch time and after school.

## 4. Monitoring Arrangements

The academy's arrangements for managing the access of education and training providers to students are monitored by the Careers Team.

This policy will be reviewed by the Careers Team on an annual basis.

At every review the policy will be approved by the academy governing body.

Approval and review

Approved: June 2021

Next review: June 2022

Signed: ..... Diane Cothey - Chair of Governors

Signed: ..... Mrs M Kozic-Shaw - Phase 4 Leader /  
Teacher / Careers Leader