



Wellfield Academy

PROVIDER ACCESS  
STATEMENT

## 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 8 to 11 at Wellfield 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
- 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 **Mrs H Livesley**, Assistant Headteacher

Telephone: 01772 421 303

Email: [h.livesley@whs.lancs.sch.uk](mailto:h.livesley@whs.lancs.sch.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:

The table below outlines some of the opportunities the school provides for training and education providers to speak to our students and/or their parents.

# PROVIDER ACCESS STATEMENT

	Autumn term	Spring term	Summer term
Year 7	<ul style="list-style-type: none"> <li>Assemblies on Apprenticeships: ASK Apprenticeships</li> <li>Employer encounters: Drop in clinics with Royal Navy, Armed Forces, Training 2000 Apprenticeships</li> <li>Weekly Tutor time CEIAG sessions: Autumn term Careers in the NHS</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on Careers in: Maths, Science and English</li> <li>National Careers Week- subject specific content</li> <li>Employer encounters: Magma Digital, Preston North End, various TBC</li> <li>Weekly Tutor time Inspire Me! Project – Weekly case study</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on careers in Creative subjects</li> <li>Employer encounters: Various TBC</li> <li>Weekly Tutor time CEIAG sessions</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>Assemblies on Apprenticeships: ASK Apprenticeships</li> <li>PSHCE Day: Discrimination in the workplace</li> <li>Employer encounters: Drop in clinics with Royal Navy, Armed Forces, Training 2000 Apprenticeships</li> <li>Stem Event @ Runshaw College</li> <li>Weekly Tutor time CEIAG sessions: Autumn term Careers in the NHS</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on Careers in: Maths, Science and English</li> <li>National Careers Week- subject specific content</li> <li>PSHCE Day: Careers in STEM</li> <li>National Careers Week- subject specific content</li> <li>Employer encounters: Shell Fuel, Magma Digital, Preston North End</li> <li>OUR FUTURE OUR CHOICE Careers Fair</li> <li>Weekly Tutor time Inspire Me! Project – Weekly case study</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on careers in Creative subjects</li> <li>PSHCE day: Careers and Employability: Aspirations / Apprenticeships / Further Education</li> <li>Employer encounters: Various TBC</li> <li>Weekly Tutor time CEIAG sessions</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>Assemblies on Apprenticeships: ASK Apprenticeships</li> <li>Employer encounters: Royal Navy, Armed Forces, Pathways into Law, Training 2000 Apprenticeships</li> <li>Weekly Tutor time CEIAG sessions: Autumn term Careers in the NHS</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on Careers in: Maths, Science and English</li> <li>PSHCE day: Options preparation / University Encounters / Apprenticeships / A Levels</li> <li>Key Stage 4 options evening</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on careers in Creative subjects</li> <li>Employer encounters: Various TBC, Careers in Hospitality (Ski trip)</li> <li>Weekly Tutor time CEIAG sessions</li> </ul>

# PROVIDER ACCESS STATEMENT

		<ul style="list-style-type: none"> <li>National Careers Week- subject specific content</li> <li>Employer encounters: Magma Digital, Preston North End, various TBC</li> <li>Weekly Tutor time Inspire Me! Project – Weekly case study</li> </ul>	
Year 10	<ul style="list-style-type: none"> <li>Assemblies on Apprenticeships: ASK Apprenticeships</li> <li>Assemblies and drop in clinics from Further Education providers</li> <li>KS4 Information Evening</li> <li>College attendance at Parents' Evening</li> <li>Work Experience launch session</li> <li>Employer encounters: Drop in clinics with Royal Navy, Armed Forces, Pathways into Law, Training 2000 Apprenticeships</li> <li>Weekly Tutor time CEIAG sessions: Autumn term Careers in the NHS</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on Careers in: Maths, Science and English</li> <li>Encounter with Higher Education Provider (Edge Hill University)</li> <li>National Careers Week- subject specific content</li> <li>Employer encounters: Careers in Computing with Magma Digital and various TBC</li> <li>Weekly Tutor time Inspire Me! Project – Weekly case study</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on careers in Creative subjects</li> <li>PSHCE Day: Careers and Employability Sessions</li> <li>Work experience preparation sessions</li> <li>Work experience week</li> <li>Taster Day at a Further Education Provider</li> <li>Mock interviews with local employers: MAGMA Digital / APC Overnight</li> <li>Employer encounters: HMPS Prison Service, Careers focus (GCSE Geography Field Trip), various TBC</li> <li>Weekly Tutor time CEIAG sessions</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>Assemblies on Apprenticeships: ASK Apprenticeships</li> <li>Assemblies and drop in clinics from Further Education providers</li> <li>PSHCE Day: College Applications / CV Writing</li> <li>PSHCE Day: Raising Aspirations: A Trip to Lancaster University</li> <li>KS4 information Evening for parents</li> <li>College attendance at Parent's Evening</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies on Careers in: Maths, Science and English</li> <li>Encounter with Further Education Provider (Edge Hill University)</li> <li>PSHCE Day: Employer Encounter: Careers in Finance with Santander</li> <li>College Interviews and apprenticeship application sessions</li> <li>Post-16 evening</li> <li>Post-16 taster sessions</li> </ul>	<ul style="list-style-type: none"> <li>Post 16 Advice</li> <li>Employer encounters: Various TBC</li> <li>Weekly Tutor time CEIAG sessions</li> </ul>

## PROVIDER ACCESS STATEMENT

<ul style="list-style-type: none"><li>• Employer encounters: Drop in clinics with Royal Navy, Armed Forces, Pathways into Law, Training 2000 Apprenticeships</li><li>• Weekly Tutor time CEIAG sessions: Autumn term Careers in the NHS</li></ul>	<ul style="list-style-type: none"><li>• Post-16 Tutor meetings and advice</li><li>• National Careers Week- subject specific content</li><li>• Employer encounters: Magma Digital, Preston North End, various TBC</li><li>• Weekly Tutor time Inspire Me! Project – Weekly case study</li></ul>	
---	--	--

Please speak to our Assistant Headteacher, Mrs H Livesley, to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

Should a provider contact the school, a discussion will take place to identify the suitability in relation to the needs of our students and overall aims. If it is felt that the aims and objectives may not be met, access may be refused. In such instances, this will be clearly communicated to the provider.

### 4.4 Safeguarding

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

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

### 4.5 Premises and facilities

The school will make available the sports hall, theatre and private meeting rooms for discussions between the provider and individual/groups of students. The school will also make available any Interactive Whiteboards and other resources for presentations should they be required. These will all be agreed and discussed in advance of the visit with the Careers Lead and/or a member of the careers team.

Providers are welcome to leave a copy of their prospectus, literature, resources and any further information at the school. The Careers Lead will ensure that students have access to the materials provided at suitable times and upon request.

## 5. Links to other policies

On our school website, a provider may also wish to read the following policies:

- Safeguarding/child protection policy
- Most Able Guidelines

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs H Livesley, Assistant Headteacher.

This policy will be reviewed by the Assistant Headteacher with strategic lead for CEIAG on an annual basis. At every review, the policy will be approved by the governing body and Head of School.