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| <b>Title:</b> Careers Provider Access Procedure             | <b>Ref:</b>         | <b>Version:</b> 1 |
| <b>Approval Body:</b> Local Governing Committee             | <b>Date:</b>        | <b>Review:</b>    |
| <b>Lead Person:</b> Executive Principal                     |                     |                   |
| <b>Statutory Policy Link:</b> GOV002 Provider Access Policy |                     |                   |
| <b>Equality Impact Assessment:</b>                          |                     |                   |
| Version   | Reviewer / Approval | Review Noes       |
| 2. 26/11/2024   | LGC                 | New Procedure     |

## Careers Provider Access Procedure

### Introduction

This procedure sets out the school’s arrangements for managing the access of providers to the 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.

### Student Entitlement

All Student’s in Years 8 -13 are entitled:

- to find out about creative and technical education qualifications as well as 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 creative and technical education as well as 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

### Management of Provider Access Requests

Procedure

A provider wishing to request access should contact:

Name – Grazyna Gardner – Sixth Form & Careers Student Manager

Telephone: 0118 930 2741

Email: [ggardner@thealegreen.w-berks.sch.uk](mailto:ggardner@thealegreen.w-berks.sch.uk)

Name – David Holbrook - Head of Sixth Form & Careers

Telephone: 0118 930 2741

Email: [dholbrook@thealegreen.w-berks.sch.uk](mailto:dholbrook@thealegreen.w-berks.sch.uk)

### **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 Student's and/or their parent/carers. These events include a Bi-annual Careers Fair, Human Library and a specific English, Maths, Science and Engineering Human Library. Opportunities can be discussed upon request.

### **Premises and Facilities**

The school will make the main hall, boardroom, classrooms, or private meeting rooms available for discussions, assemblies and workshops between providers and students, as appropriate to the activity. The school will also make available AV and other specialised equipment to support provider presentations. This will also be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Main Reception or via email to Gerrie Fourie.

### **Approval and Review**

Approved by Governing Body, November 2024

Next Review: November 2025

Nigel Toon, Chair of Governors

Charlotte Badarello, Headteacher