



**Hillsview**  
Academy  
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## **Provider Access Policy**

**(Academic, Technical Education & Apprenticeships)**

By:	Mrs S. Strathern
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## 1. Amendment History

Author	Version	Reason	Date

## 2. Introduction

This policy statement sets out the academy's arrangements for managing the access of providers to students at the academy for the purposes 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. All of the CEIAG offered at Hillsview Academy is in line with the Gatesby Benchmarks and the Statutory Guidelines.

## 3. Student entitlement

Students in Years 8-13 are entitled:

- To find out about academic and 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies, group discussions, careers convention, open evenings, lunchtime drop-ins and taster events.
- To understand how to make applications for the full range of academic and technical courses; to include further education and higher education.

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Mrs Suzanne Strathern, CEIAG Co-ordinator, Telephone: (01642) 454577; Email: [ssstrathern@hillsviewacademy.org](mailto:ssstrathern@hillsviewacademy.org)

### 4.2 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 pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	Year group/Key Stage Assembly External Providers delivering group work Drop Down Day	Year group/Key Stage Assembly Options Event Careers Convention Drop Down Day Parents Evening	Year group/Key Stage Assembly Secret Employer

<b>Year 9</b>	Year group/Key Stage Assembly External Events/Providers ESH Group – Building My Skills Project Drop Down Day	Year group Assembly/Key Stage Assembly Careers Convention ESH Group – Building My Skills Project Drop Down Day	Year group Assembly/Key Stage Assembly ESH Group – Building my Skills Drop Down Day Parents Evening
<b>Year 10</b>	Year group Assembly External Events/Providers Drop Down Day	Year Group Assembly Drop Down Day Lunchtime Drop-ins Parents Evening	Year Group Assembly Work Experience Drop Down Day
<b>Year 11</b>	Year Group Assembly FE Open Evenings Lunchtime Drop-Ins	Year Group Assembly Careers Convention Lunchtime Drop-Ins Drop Down Day Parents evening	Year Group Assembly NCS External Speakers
<b>Year 13</b>	UCAS Work Placement External Speakers External Visits Interview Preparation	Work Placement External Speakers University Support Parents Evening	Work Placement University Support

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The Academy's [Safeguarding Policy](#) sets out the academy's approach to allowing providers into school as visitors to talk to our students.

## 5. Premises and facilities

The academy will make the auditorium, 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 a Senior Leader, CEIAG Co-ordinator and Site Management.

All providers must sign in at the Main Reception, DBS paperwork must be handed in for a copy to be taken, if the provider does not have a DBS clearance, they must not be left unattended without a member of Hillsview Staff present.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Academy's main reception for the attention of Mrs Strathern and she will ensure they are distributed between staff and students. Additional copies will also be placed in the Careers Section in the Library.