

Appendix to Provider Access Policy January 2018

Office use

Published: January 2018	Next review: September 2019	Statutory/non: Statutory	Lead: A Tomkins Assistant Principal
Associated documents:			
Provider Access Policy			
Links to:			



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1 Management of provider access requests

1.1 Policy

This appendix should be read in conjunction with the Diverse Academies Learning Partnership **Provider Access Policy**

1.2 Procedure

A provider wishing to request access should contact:

Mr. A Tomkins Assistant Principal PDBW

Phone: 01777 861618

Email: atomkins@retfordoaks-ac.org.uk

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 in years 8 – 13 and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly opportunities Event for University Technical Colleges	Life skills – assembly and tutor group opportunities Learning Enrichment Day	Life skills – assembly and tutor group opportunities
Year 9	Assembly opportunities Event for University Technical Colleges 'Speed Networking' event with providers and employers Careers Fayre	KS4 options event Learning Enrichment Day	Assembly opportunities
Year 10	Life Skills – work experience preparation sessions Careers Fayre	Learning Enrichment Day	Life skills – assembly and tutor group opportunities
Year 11	Assembly opportunities iLife Skills – assembly on opportunities at 16 Learning Enrichment Day Post 16 open evening Careers Fayre Mock Interview Day Learning Enrichment Day Positively Mad sessions	Post 16 evening Post 16 taster sessions NCW Assemblies	Assembly opportunities GCSE results day
Year 12	Assembly opportunities Higher Education Fair Post 18 assembly – apprenticeships Careers Fayre Degree Apprenticeship presentations	Small group sessions: future education, training and employment options NCW Assemblies	Small group sessions: future education, training and employment options

	Autumn Term	Spring Term	Summer Term
Year 13	Assembly opportunities Workshops – HE and higher apprenticeship applications Job Centre Plus workshops Careers Fayre Degree Apprenticeship presentations UCAS presentations	NCW Assemblies	Assembly opportunities

Please speak to Mr A Tomkins / Mrs M Pugh, our careers leader, to identify the most suitable opportunity for you.

The Diverse Academies Learning Partnership's policy on [safeguarding](#) sets out the trust's approach to allowing providers into the academy as visitors to talk to our students.

3 Premises and facilities

3.1 The academy will make the main hall, sports hall, classrooms or private meeting rooms available for interactions between the provider and students, as appropriate to the activity. The academy will also make available all reasonable requests for 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.

3.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature for the careers resource office, which is managed by Mrs Maggi Pugh (CEIAG Coordinator). The CIAG office is available to all students at lunch and break times.

4 Review

This policy will be reviewed in January 2019.