



Name:	CEIAG Provider Access Policy
Approved by:	Governors – T,L B&S Committee
Policy Created:	2011
Date of review	2 years
Update Approved:	January 2018
All policies are available to stakeholders either on the school website or upon request from the school office.	

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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

<b>1.</b>	Students in Years 8-13 are entitled:
<b>1.1</b>	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.
<b>1.2</b>	To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
<b>1.3</b>	To understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

<b>2.</b>	<b>Procedure</b> A provider wishing to request access should contact Kate Gillibrand, Careers Coordinator Telephone: 0161 912 5912 Email: kgillibrand@aggs.bfet.uk
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<b>3.</b>	<b>Premises and facilities</b>
<b>3.1</b>	The school will make the main hall or classrooms available for discussions between the provider and students, as appropriate to the activity.
<b>3.2</b>	The school 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.
<b>3.3</b>	Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library.
<b>3.4</b>	The Careers Library is available to all students at lunch and break times.



**Opportunities for access**

<b>4.</b>	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:
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	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 8</b>	Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk
<b>Year 9</b>	Opportunity to deliver assembly or offer a lunchtime talk	Year 9 options evening	Opportunity to deliver assembly or offer a lunchtime talk
<b>Year 10</b>	Opportunity to deliver assembly or offer a lunchtime talk	Careers Convention (biennial, next held in March 2019)	Opportunity to deliver assembly or offer a lunchtime talk
<b>Year 11</b>	Careers morning  Opportunity to deliver assembly or offer a lunchtime talk  Sixth Form Open Evening Opportunity to deliver assembly or offer a lunchtime talk	Careers Convention (biennial, next held in March 2019)	
<b>Year 12</b>	Careers Fortnight Opportunity to deliver assembly or offer a lunchtime talk	Careers Convention (biennial, next held in March 2019)  Post 18 Options Evening Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk
<b>Year 13</b>	Opportunity to deliver assembly or offer a lunchtime talk	Careers Convention (biennial, next held in March 2019)	

Please speak to Kate Gillibrand to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students. The visiting speakers' policy should also be read in conjunction with this policy.

**Responsibility**

<b>Responsible Staff</b>	Mrs K.Galvin Assistant Vice Principal, Head of Sixth Form Mrs K.Gillibrand CEIAG Co-ordinator
<b>Approving body</b>	Governors – Teaching, Learning, Behaviour and Safety committee