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1. Aims

This guidance 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 guidance 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 guidance shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 13 at Nunnery Wood High School are entitled to:

- 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;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, SMSC days, group discussions and taster events;
- to 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 Mr T Williams (Deputy Headteacher and Careers Lead).

Telephone: 01905 363638

Email: t.williams@nunnerywood.worcs.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:

	Autumn term	Spring term	Summer term
Year 7	Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings	Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings	Employer led group activities during SMSC day Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings
Year 8	Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings	Big Bang Careers Fair Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings Three Counties Careers fair trip	Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings
Year 9	Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings	KS4 Options Evening Potential attendance at Parental Consultation Evenings Three Counties Careers fair trip	Potential attendance at Careers drop in sessions Potential attendance at Parental Consultation Evenings
Year 10	Malvern Festival of Innovation On Site Careers Fair Potential attendance at Parental Consultation Evenings	Industrial Cadets employer visit Worcestershire Skills Show Potential attendance at Parental Consultation Evenings	Out of school Post 16 Taster days Potential attendance at Parental Consultation Evenings

		Mazak workplace visit	
Year 11	Get Ahead Program Malvern Festival of Innovation On Site Careers Fair 1-1 Careers Interviews National Citizenship Service assembly Potential attendance at Parental Consultation Evenings	Get Ahead Program Foundation Learning Programme workshop Potential attendance at Parental Consultation Evenings	Potential attendance at Parental Consultation Evenings

Other options

In addition to the above there are a huge range of assemblies delivered to all year groups across the academic related to careers including those that are STEM related and apprenticeship opportunities. There is also an option to share information on our student portal, parent portal and via the school website.

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

4.3 Safeguarding

There are clear procedures in place for checking the identity and suitability of visitors. Any person working on-site in a regulated activity will be supervised unless a DBS certificate and confirmation of suitability from their employer has been received.

The school will ensure, through moderation, that any information presented to students is balanced and without agenda or political view (NWHs SMSC guidance).

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

4.4 Premises and facilities

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers area of the library, with the school CEIAG and Work Experience Co-coordinator or with the school Careers Lead.

5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mr T Williams (Deputy Headteacher and Careers Lead)

This guidance will be reviewed by Mr T Williams (Deputy Headteacher and Careers Lead). This guidance will be reviewed annually or when the need arises. At every review, the guidance will be approved by the Outcomes committee.