



St Joseph's Catholic Academy

# **CEIAG: 2023 Provider Access Statement**

Approved by:	Governors
Last reviewed on:	January 2023
Next review due by:	January 2026



## **INTRODUCTION**

This policy statement sets out the arrangements for St Joseph's Catholic Academy ("the Academy") in managing the access of providers to the Academy for the purpose of giving students 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. 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.

## **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 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Schools must also have a policy 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 policy shows how the Academy complies with these requirements.

## **STUDENT ENTITLEMENT**

All students and students in Years 7 to 13 at St Joseph's Catholic Academy are entitled 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;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age, these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (Year 8 to 9) and two encounters for students during the 'second key phase' (Year 10 to 11). For students in the 'third key phase' (Year 12 to 13), there are two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main Academy hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
- explain what career routes those options could lead to;
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider);

- answer questions from students.

## **MANAGEMENT OF PROVIDER ACCESS REQUESTS**

A provider wishing to request access should contact the **Careers Leader, Mr M Simpson** using the details provided here: [SimpsonM@stjosephs.uk.net](mailto:SimpsonM@stjosephs.uk.net) | 0191 428 2700

For Sixth Form access requests you can also contact the **Head of Sixth Form, Mrs C Curry** using the details provided here: [CurryC@stjosephs.uk.net](mailto:CurryC@stjosephs.uk.net) | 0191 428 2700

## **OPPORTUNITIES FOR ACCESS**

The Academy offers the six provider encounters required by law and a number of additional events, integrated into the Academy's careers programme. We will offer providers an opportunity to come into the Academy to speak to students or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you. Further information regarding the careers programme can be found on the Academy's website. Please speak to our Careers Leader, Mr M Simpson, to identify the most suitable opportunity for you.

## **SAFEGUARDING**

Our safeguarding and child protection policy outlines the Academy's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

## **PREMISES AND FACILITIES**

The Academy will make the Main Hall, Library, 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 (where available) to support provider presentations. All presentations must be approved by the Headteacher so that they are in keeping with the Catholic nature of the Academy. This will all be discussed and agreed upon in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the Careers Leader. The Careers Library is available to all students at lunchtime, break times and during 1:1 career guidance meetings.

## **COMPLAINTS**

Any complaints with regard to provider access can be raised following the Academy's complaints procedure or directly with The Careers & Enterprise Company using the following contact details: [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)