



Provider access Policy

Introduction

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

Pupil entitlement

All pupils in years 8-13 are entitled:

- ❖ 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;
- ❖ to 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;
- ❖ to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Claire Wells*, Head of Outcomes
Telephone: 01442 398988 Email: claire.wells@collett.herts.sch.uk

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/carers.

Collett	St. Lukes	Forest House
Monday 1 st October – Dragons Den launch at HHS, 4:00		
Wednesday 24 th October – Dacorum Careers Fair, Shendish Manor, 9:00 – 10:00		
January 21 st – 25 th Mock Interviews	January 14 th – 18 th Mock Interviews	TBA
February 4 th Careers Theme Week	TBA	TBA
March 4 th – 8 th Work Experience Yr10,11 (Communication and Language Theme Week)	February 11 th – 15 th Work Experience Yr10,11	TBA
March 11 th – 15 th Work Shadowing, Yr8 & 9		
May 13 th – 17 th Company Tours		
June 10 th – 14 th CV Writing Workshops		

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

Premises and facilities

The school will make the main hall, 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 all 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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved *September 2018* by Governors at Curriculum and Standards Committee

Next review: *September 2019*

Signed: *NHarper* Chair of Governors: *Neil Harper* Executive Head teacher: Stephen Hault-Allen