



PROVIDER ACCESS POLICY

THORNHILL COMMUNITY ACADEMY PROVIDER ACCESS POLICY TO BE USED BY ALL RELEVANT SCHOOLS ACROSS THE TRUST

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Name of policy writer	Holly Senior
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1. OVERVIEW

SHARE MAT aims to set out the management of access to education and training providers to students within its *'Provider Access Policy'*. Throughout this policy it aims to communicate the methods that each school uses to provide information to students regarding their options for further education, training, qualifications and apprenticeships.

SHARE MAT employs a Compliance Officer to oversee legislation and guidance across each of the schools within the trust whilst ensuring that all schools across the trust are as accessible as possible. The Compliance Officer's contact details can be found in the 'contact' section of this policy.

This policy applies to all those working in any of the schools within the Multi-Academy Trust including full time and part time students.

2. AIMS

SHARE MAT's *'Provider Access Policy'* outlines:

- Procedures in relation to requests for access to student's information
- Arrangements throughout the academic year for providing information to students regarding their options for education, qualifications and apprenticeships
- The resources available to students
- Details of premises or facilities to be used when providers deliver information on site

3. LEGISLATION AND GUIDANCE

It is a requirement for all Schools and Public Authorities to provide the opportunity for a range of education and training providers to access students in years 8 to 13 for the purpose of informing them about approved technical education, qualifications and apprenticeships.

SHARE MAT is required to have a policy statement that outlined the circumstances in which education and training providers will be given access to these students.

This policy adheres to the requirements outlined in Section 42B of the *'Education Act (1997)'*.

As well as complying to the *'Education Act'*, SHARE MAT also ensures that when disclosing student's information to educational providers and training organisation, that it is compliant with the *'General Data Protection Act (2018)'* and the *'Data Protection Law (1998)'*. Please refer to our *'GDPR Policy'* for further information on how we protect personal data across the trust.



SHARE MAT reserves the right to take guidance from additional legislation not outlined in the list above. The MAT regularly reviews this policy and incorporates any new guidance issued to schools and student authorities.

4. STUDENT ENTITLEMENT

SHARE MAT ensures that all students in years 8 to 13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides a full range of information on 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 evenings, assemblies, group discussions and taster events
- Understand how to make applications for a full range of academic and technical courses
- Support in writing and submitting applications for education and training providers
- Where to find information nationwide for education and apprenticeship opportunities where local providers are not appropriate

5. MANAGEMENT OF PROVIDER ACCESS REQUESTS

SHARE MAT will entrust the management and response of all provider access requests to each school. Each school will carry out necessary checks ahead of sharing any personal data. Please see below the designated person/ persons for provider access within Thornhill Community Academy.

NAME: Mrs Gemma Sinclair
JOB TITLE: Careers Leader
PHONE NUMBER: 01924 324890
EMAIL: Gemma.sinclair@sharemat.co.uk

All provider access requests will be overseen by SHARE MAT's Compliance Officer to ensure that information is being disclosed in a safe and secure manner and in line with the GDPR and Data Protection laws.

Holly Senior
Compliance Officer- SHARE MAT
01484 868777
Holly.senior@sharemat.co.uk



For further information on the way that SHARE MAT complies with the GDPR please see our '*GDPR Policy*'.

6. OPPORTUNITIES FOR ACCESS

SHARE MAT ensures that all schools provide sufficient opportunities for students to gain access to training, education qualifications and apprenticeship opportunities whilst attending any of our schools.

Please see below a table outlining Thornhill Community Academy scheduled events and careers programmes for providers to access to students.

Year group:	Autumn Term:	Spring Term:	Summer Term:
Year 8	<ul style="list-style-type: none"> Enterprise Event Most Able Inspire Programme SMSC Day – Key Skills 	<ul style="list-style-type: none"> SMSC Day Key Skills Inspire cohort Guest Speakers KS4 options event 	<ul style="list-style-type: none"> Careers library induction Careers and Economic well-being unit in PSHCE SMSC Enterprise Day Progress files Inspire cohort – Guest Speakers Real Game Maths
Year 9	<ul style="list-style-type: none"> CEG on the internet/Careers Library/Guidance interviews/kudos SMSC Day - Key Skills Most Able Inspire programme 	<ul style="list-style-type: none"> Careers and Economic well-being Unit in PSHCE Decisions Gender Issues Options Event SMSC Day- Key skills Inspire cohort – Guest Speakers 	<ul style="list-style-type: none"> SMSC Enterprise Day Progress files/recording Enterprise skills Year 10 NEET students identified Inspire cohort – Guest Speakers Curriculum links- D&T Real Game Maths
Year 10	<ul style="list-style-type: none"> Careers and Economic well- 	<ul style="list-style-type: none"> NEET intervention 	<ul style="list-style-type: none"> PLTS Enterprise Day



	<p>being Unit in SMSC</p> <ul style="list-style-type: none"> • Work experience preparation • NEET intervention • SMSC Day - Key Skills • Most Able Inspire programme 	<ul style="list-style-type: none"> • SMSC Day – Key Skills • Inspire cohort – Guest Speakers • Curriculum links- ICT/Business 	<ul style="list-style-type: none"> • Work experience preparation • ROA Draft • Careers visits • Year 10 NEET students identified • Post 16 visits • Inspire cohort – Guest Speakers • Curriculum links- Most Able
Year 11	<ul style="list-style-type: none"> • On-line applications • Complete profiles for applications • ROA • Careers • Interviews • Careers and economic well-being unit in SMSC • NEET intervention • Most Able Inspire programme • Inspire cohort – Guest Speakers • Mock Interviews 	<ul style="list-style-type: none"> • Mock interviews • Applications for College Guidance • Applications online • Visits to training agencies • Compiling ROA Portfolios • Inspire cohort – Guest Speakers • NEET intervention • SMSC Day – Key Skills 	
Year 12			
Year 13			
All years			



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7. PREMISES AND FACILITIES

SHARE MAT will work with schools to ensure that there are sufficient rooms and spaces available to cater for provider sessions for students.

Sites may choose to use:

- Main Halls
- Gyms
- Classrooms
- Private meeting rooms
- Any other suitable facilities

All sites will ensure that AV facilities and specialist equipment is available to support provider presentations and sessions. All arrangements will be discussed and agreed in advance by the provider and the school.

Providers are encouraged to leave a prospectus, marketing tools and contact information with the careers team based in each school to be passed onto students when requested. The careers office is available for all students during break and lunch times and for bookable appointments.

8. ASSOCIATING POLICIES AND DOCUMENTS

SHARE MAT has produced several documents and policies in connection with this policy to aid the accessibility of further education, qualifications and apprenticeships to students across the MAT. Please see below a list of all supporting documents and policies:


- SHARE MAT's '*Safeguarding Policy*'
- SHARE MAT's '*GDPR Policy and Procedure*'
- '*Careers Policy*'
- '*Curriculum Policy*'

9. MONITORING ARRANGEMENTS

SHARE MAT's '*Provider Access Policy*' is reviewed by the MAT, evaluated and updated annually in line with SHARE MAT's policy review timeline. All appropriate legislation and guidance is considered when this policy is under review.

In evaluating the policy, SHARE MAT seeks feedback on the effectiveness and acceptability of the medical conditions or needs policy with a wide-range of key stakeholders within the trust and health settings. These key stakeholders include:

- Students
- Parents

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- Headteachers
 - CEO of the Trust
 - Teachers
 - Careers advisors
 - School Governors
 - MAT Board of Directors

10. CONTACT

Any questions or concerns regarding a student's medical conditions and needs should be directed to the Compliance Officer:

Holly Senior

Email- holly.senior@sharemat.co.uk

Telephone- 014840 868777

Address- Shelley College, Huddersfield Road, Shelley, HD8 8NL