



## Sir Robert Pattinson Academy - Provider Access Policy

### Student entitlement

All students 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.

### Provider access requests procedure

A provider wishing to request access should contact: Mrs A Todd, Careers & Employability Coordinator  
01522 882020, [atodd@srpa.co.uk](mailto:atodd@srpa.co.uk)

### Opportunities for access

A number of events, integrated into the academy's careers programme, will offer providers an opportunity to come into the academy to speak to students and/or their parents/carers. This will be integrated into a wider careers plan or strategy for the academy. The events listed below are subject to change and this is not an exhaustive list, as events are scheduled outside of the planned programme on an on-going basis, dependent upon need and opportunity:

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	Bi annual Careers Fair		
<b>Year 9</b>	Bi annual Careers Fair Skills Road Show		
<b>Year 10</b>	Bi annual Careers Fair		Workwise Day
<b>Year 11</b>	Bi annual Careers Fair Activities Week		
<b>Year 12</b>	Bi annual Careers Fair		Future Planning Clinic
<b>Year 13</b>	Bi annual Careers Fair		

Please speak to our Careers & Employability Coordinator to identify the most suitable opportunity for you.



## **Granting and refusing access to providers**

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met
- Students are available to attend, depending on the dates requested and curriculum considerations
- Providers offer impartial, unbiased and high quality content, meeting equal opportunity requirements
- Providers are GDPR compliant

## **Safeguarding**

The academy is committed to keeping children safe and 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, which can be found on our academy's website.

## **Complaints**

Complaints from providers will be dealt with under the academy's Complaints and Concerns policy.

## **Premises and facilities**

The academy 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 specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers & Employability Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the our reception desk for display in the Careers Library, which is managed by the Careers & Employability Coordinator