

Application for Provider Access

Introduction

This document sets out the school's arrangements for managing the access of providers to students 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

To make students aware of the range of different learning and training routes available to them, as outlined in the **Baker Clause** and as part of Levenshulme's commitment to informing our students of the full range of learning and training opportunities on offer, we are open to requests from education and training providers who may wish to come in and speak to cohorts of students during the academic year.

All students in years 7-11 are entitled:

- to independent careers guidance.

All students in years 8-11 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

In the first instance, providers should contact the Work-Related Learning Co-ordinator Mrs Ayesha Qureshi, Careers Lead and Coordinator

Telephone: 0161 224 4625

Email: AQureshi2@levenshulmehigh.co.uk

Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Please see our Careers plan on our school website and speak to Mrs Qureshi to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk our students.

Providers will be asked to include details about who they represent, their aim, which students they wish to target, how many staff will be in attendance and the support required from the school on the day. All requests must be made at least 4 weeks in advance of the expected date for a session. All requests will be given due consideration and the school reserve the right to refuse requests if:

- There is an impact on student examinations/revision
- Clashes with other events
- The school are unable to provide staff to support
- There is insufficient space/rooms due to timetabling

For requests that are approved, Levenshulme High School will provide further information and instruction on school expectations and procedures in relation to visitor registration, parking and facilities.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead in school.

Responsibility

Responsible staff:

Mrs Mandy Moretta – Assistant Head teacher

Mrs Ayesha Qureshi – Careers Lead/ Coordinator

Approving Body:

Governors – Teaching, Learning, Behaviour and Safety Committee