

Manchester Communication Academy

Provider Access Statement



with you, for you, about you.

Revision Information

This document has been approved for operation within	Manchester Communication Academy
Date of last review	November 2025
Date of next review	November 2026
Review period	Annually, or where they have been material changes to the relevant courses of business
Date of approval	
Status	Approved
Person responsible for the policy	Headteacher
Owner	Local Governing Body (MCA)
Signature of Approval	

Revision History

Review Date	Changes Made	By Whom
17/01/2024		S.Eyre
20/12/2024		S.Eyre
18/11/2025	Statutory offer	P5 S Wilcock
	Independent advice covers Y10 and 11	P5 S Wilcock
	Contact details changed	P3 S Wilcock

Equality Statement: Under the public sector equality duty (PSED), all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010. To advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented. Manchester Communication Academy (part of Greater Manchester Academies Trust) regularly reviews all policies and procedures, which are recommended to schools/academies to ensure compliance with education and employment legislation including the Equality Act 2010.

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1. Aims

This policy statement aims to set out our Academy's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. 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.

2. Statutory requirements

Academies are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Academies must have a minimum of two weeks worth of encounter across the five years of study. Our school is committed to providing meaningful encounters to all pupils. 1 encounter is defined as 1 meeting/session between pupils and 1 provider.

This is outlined in section 42B of the Education Act 1997.

This policy shows how our Academy complies with these requirements.

3. Student entitlement

All students in years 7 to 11 at Manchester Communication 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
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

Procedure

A provider wishing to request access should contact Sarah Wilcock.

- Telephone: 0161 202 0161
- Email: s.wilcock@mca.manchester.sch.uk

Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parents/carers. These include, but are not limited to:

- Careers exhibition
- Assemblies
- Parents Evening
- Options Evening
- Careers week
- Post 16 Information Evening

We also have opportunities for partners to work with our students within the curriculum and opportunities for our students to visit different establishments. During Aspire lessons, students are given the opportunity to discuss career advice, post-16 options and future employment opportunities, giving them the experiences needed to enhance their CV and personal statements. During this time we encourage and actively seek links with external providers. Employability skills are linked to our curriculum, with opportunities for students to reflect on these throughout the year. We are able to operate virtually, allowing partners to deliver sessions via online platforms live or with pre-recorded sessions.

The Academy works alongside an independent and impartial careers advisor from an outside agency that works with Year 10 and 11 to ensure they are able to make an informed choice about their futures.

Please speak to Sarah Wilcock to identify the most suitable opportunity for you.

Granting and refusing access

Access to students will be granted during the planned events named above, during relevant lessons when arranged in advance or at other negotiated times pre-arranged with the Assistant Principal. Access will be refused if not pre-arranged with the Assistant Principal, at times that will be detrimental to learning or if safeguarding standards are

not met.

Safeguarding

Our Child Protection and Safeguarding 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

Once visits have been agreed, the Academy will work with the provider to ensure they have all the facilities required. As standard we have projectors in every room with audio facilities. We also have the opportunity to offer small rooms up to large spaces for bigger groups. Sarah Wilcock will co-ordinate the visit and resources.

We encourage providers to leave their prospectus and other career related material for the students to read. This can be delivered to reception for the attention of Sarah Wilcock. They will ensure it is passed to the careers team.

5. Previous Providers

In previous years we have invited the following providers from the local area to speak to our pupils:

- FEC Development Management
- GMP
- Evolve Academy
- City Press
- CR UK and Far East Consortium
- Army
- Walker Sime
- Asteer Planning
- Buro Happold
- SCL Education
- Football Futures
- WSP
- Various colleges (listed below)
- Aldermore Bank

6. Pupil Destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- Bury College
- Connell Co-op College
- Holy Cross College
- Hopwood Hall College

- Loreto College
- Pendleton College
- Salford City College
- The Manchester College
- Trinity Sixth Form
- Xaverian College

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Child Protection and Safeguarding Policy
- Careers Guidance Policy
- Curriculum Policy
- Equality Policy

9. Monitoring Arrangements

The Academy's arrangements for managing the access of education and training providers to students is monitored by Sarah Wilcock.

This policy will be reviewed by the Principal every year. At every review, the policy will be approved by the Local Governing Body.