

Manchester Communication Academy

Provider Access Policy Statement



with you, for you, about you.

This document has been approved for operation within	
Date of last review	September 2016
Date of next review	September 2019
Review Period	
Date of Trustee Approval	September 2018
Status	
Person Responsible for Policy	
Owner	Manchester Communication Academy
Signature of Approval	J Rowlands

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

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 also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our Academy complies with these requirements.

Student Entitlement

All students in years 8 to 13 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

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact Mr Martin Roberts, Assistant Principal leading on partnerships.

Telephone: 0161 202 0161

Email: m.roberts@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
- 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. We have one lesson a week taught on a Monday morning that is dedicated to providing our students with career advice, employability skills and giving them the experiences needed to enhance their CV. During this time we encourage and actively seek links with external providers.

The Academy employs an independent and impartial careers advisor from an outside agency that works with Year 11 to ensure they are able to make an informed choice. We have also purchased the Unifrog software, which gives students online access to independent careers advice and guidance.

Alternatively, if you cannot attend, but would like to share your information with our students, this can be distributed through our careers drop in service, at our careers office and through the careers lessons.

Please speak to our Assistant Principal, Mr Martin Roberts, 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 the Monday morning career 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 safeguarding/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.

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. Mr Martin Roberts, Assistant Principal 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 Mr Martin Roberts. He will ensure it is passed to the careers team.

Links to other Policies

- Safeguarding/child protection policy
- Careers policy
- Curriculum policy

Monitoring Arrangements

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

This policy will be reviewed by the Principal every year. At every review, the policy will be approved by the governing body.