

Westfield School

Provider Access Statement 2020-21



Westfield School

Chorus Education Trust

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Introduction

This statement sets out the trust's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the trust and school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils 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

A provider wishing to request access should contact

Mrs Daughtry - Work Related Learning Adviser

Sara Roberts - Sheffield Futures Careers Adviser

Telephone: 0114 2485221

Email: c.daughtry@westfield-chorustrust.org / Sara.Roberts@sheffieldfutures.org.uk

Opportunities for access

A number of events integrated into the schools careers programme, will offer providers an opportunity to come into the school to speak to pupils and /carers. Please see examples below-

All year groups – National Careers Week – March (careers fair, assemblies) Enterprise events

Y8 and Y9 Speakers assemblies and PSHE lessons

Year 9 KS4 options evening (January)

Year 10 Assemblies and Be Ambitious Day (off time table day), work experience, including virtual work experience, taster days at post 16 providers.

Year 11 Assemblies, Post 16 Open evening, one to one careers advice and guidance meetings, apprenticeship/CV writing workshops, post 16 provider visits to colleges and 6th forms, Sheffield Progress support sessions (x5) .

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Reasons for declining requests

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (eg several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (eg students have already heard from similar providers during the year, or if they are involved in end of year exams)
- if the information is not seen to be in the best interest of pupils (eg if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Work Related Learning Adviser (who supports the delivery of impartial Careers Education, Information, Advice and Guidance [CEIAG] across the school) would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact the member of Senior Leadership Team with responsibility for Careers & Employability at the school. If the provider wishes to appeal the decision received from the member of Senior Leadership Team, they should contact the Chair of Governors at the school.

Premises and facilities

The school 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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Work Related Learning Adviser. The Resource Centre is available to all students at lunch and break times.