

Maiden Erlegh Trust  
**POLICY STATEMENT ON  
PROVIDER ACCESS**



**MAIDEN ERLEGH**  
TRUST

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## Introduction

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

## 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

## Management of Provider Access Requests

### Procedure

A provider wishing to request access should contact Mr Rob Buck, Trust Lead for Careers, Work Experience and Work-Related Learning on:  
0118 926 2467  
[r.buck@maidenerleghtrust.org](mailto:r.buck@maidenerleghtrust.org)

### Safeguarding

The Trust is committed to safeguarding, equal opportunities and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

### GDPR Statement

Where Providers can demonstrate a legitimate requirement to be granted access to students personal data and it is deemed by the School to be an appropriate request, that data may be shared with the Provider on the condition they have demonstrated compliance with Data Protection and/or GDPR legislation.

All employees or volunteers of the Provider are subject to Disclosure and Barring checks (or appropriate equivalent) if they have access to personal information.

All access to this personal information is restricted to authorised personnel, and only authorised personal information is allowed to pass between the Provider and the School.

Personal information is destroyed once the reason for its use has been completed.

## Opportunities for Access

A number of events, integrated into the Trust careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	<p>Tutor sessions on Financial Awareness and Preparing for Adult Life</p> <p>Mathematics Puzzle Day</p> <p>3M Young Innovator Challenge</p> <p>TeenTech Award</p>	<p>Tutor sessions on Financial Awareness and Preparing for Adult Life</p> <p>Science Fair</p> <p>E-Safety Day</p> <p>Celebrating National Apprenticeship Week Event</p>	<p>Tutor sessions on Financial Awareness and Preparing for Adult Life</p> <p>Fire Safety Day</p> <p>STEM Fair</p>
<b>Year 8</b>	<p>Tutor sessions on Being a Consumer and the Options Process</p> <p>Assembly and Guest Speaker: Introduction to Available Pathways</p> <p>3M Young Innovator Challenge</p> <p>TeenTech Award</p>	<p>Tutor sessions on Being a Consumer and the Options Process</p> <p>Assembly: Choosing the Right Options</p> <p>Careers Fair (including STEM representatives)</p> <p>KS4 Taster Sessions</p> <p>KS4 Options Clinic</p> <p>Celebrating National Apprenticeship Week Event</p> <p>Science Fair</p>	<p>Tutor sessions on Being a Consumer and the Options Process</p> <p>Master Chef Competition</p> <p>Thales STEM Lego Mindstorm Challenge</p>
<b>Year 9</b>	<p>Tutor sessions on Careers Stereotyping, Work-Ready Skills and the Recruitment Process</p> <p>Assembly and Guest Speaker: Introduction to Careers and how to access the right information</p> <p>3M Young Innovator Challenge</p> <p>TeenTech Award</p>	<p>Tutor sessions on Careers Stereotyping, Work-Ready skills and the Recruitment Process</p> <p>Careers Fair (including STEM representatives)</p> <p>Careers Seminars (including STEM representatives)</p> <p>Celebrating National Apprenticeship Week Event</p> <p>Science Fair</p>	<p>Tutor sessions on Careers Stereotyping, Work-Ready Skills and the Recruitment Process</p> <p>Celebrating Women Into Engineering Week Event (STEM)</p> <p>Master Chef Competition</p>

<p><b>Year 10</b></p>	<p>Tutor sessions on Work-Related Learning</p> <p>Assembly and Guest Speaker: Life Skills and Becoming Work-Ready</p>	<p>Tutor sessions on Work-Related Learning</p> <p>Careers Fair (including STEM representatives)</p> <p>Careers Seminars (including STEM representatives)</p> <p>Celebrating National Apprenticeship Week Event Science Fair</p>	<p>Tutor sessions on Work-Related Learning</p> <p>Master Chef Competition</p> <p>Enterprise Day</p>
<p><b>Year 11</b></p>	<p>Tutor sessions on Getting Ready for the Next Step</p> <p>Post 16 Initial Information Evening</p> <p>Assembly and Guest Speaker: Opportunities available at Post-16</p> <p>Careers Interviews</p> <p>Assembly: KS5 Options College tours and taster days (vulnerable students)</p>	<p>Tutor sessions on Getting Ready for the Next Step</p> <p>Careers Fair (including STEM representatives)</p> <p>Careers Seminars (including STEM representatives)</p> <p>KS5 Taster Sessions</p> <p>KS5 Options Clinic</p> <p>Careers Interviews</p> <p>Celebrating National Apprenticeship Week Event</p> <p>Science Fair</p> <p>College tours and taster days (vulnerable students)</p>	
<p><b>Year 12</b></p>	<p>Tutor sessions on Available Pathways including UCAS, Apprenticeship, Employment and Gap Year</p> <p>Assembly and Guest Speaker: Becoming 'work ready' and the importance of work experience</p> <p>Mock Interviews</p>	<p>Tutor sessions on Available Pathways including UCAS, Apprenticeship, Employment and Gap Year</p> <p>Careers Fair (including STEM representatives)</p> <p>Careers Seminars (including STEM representatives)</p>	<p>Tutor sessions on Available Pathways including UCAS, Apprenticeship, Employment and Gap Year</p> <p>Apprenticeship (Higher and Degree) Information Evening for Parents and Students</p> <p>Work Experience</p>

	<p>Work Experience</p> <p>University Open Days</p>	<p>Assembly and Guest Speaker: Introduction to Apprenticeships</p> <p>Work Experience</p> <p>Celebrating National Apprenticeship Week Event</p> <p>Science Fair</p> <p>University Open Days</p>	<p>Small group sessions: university (UCAS), apprenticeship, employment or gap year guidance</p> <p>University Open Days</p> <p>Future Pathways Day</p>
<b>Year 13</b>	<p>Tutor sessions on Future Options, CV writing and mock interviews</p> <p>Assembly and Guest Speaker: Becoming 'work ready' and work experience</p> <p>University Interview Skills Day</p> <p>Small group sessions: university (UCAS), apprenticeship, employment or gap year guidance</p> <p>Work Experience</p> <p>University Open Days</p>	<p>Tutor sessions on Future Options, CV writing and mock interviews</p> <p>Assembly and Guest Speaker: Securing the Apprenticeship</p> <p>Careers Fair (including STEM representatives)</p> <p>Careers Seminars (including STEM representatives)</p> <p>Small group sessions: university (UCAS), apprenticeship, employment or gap year guidance</p> <p>Work Experience</p> <p>Celebrating National Apprenticeship Week Event</p> <p>Science Fair</p> <p>University Open Days</p>	

***We are also very interested in setting up careers breakfast clubs with employers and employer speed dating events.***

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

## Premises and Facilities

The Trust 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.

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 School librarian. The Resource Centre is available to all students at lunch and break times. Resources will also be uploaded electronically to the relevant section of our Careers, Work Experience and Work-Related Learning website.