

# Provider Access Policy



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As part of Landau Forte Tamworth commitment to informing our young people of the full range of learning and employment routes available to them, we welcome requests from all training, vocational education and apprenticeship providers to speak with students and will also approach these partners ourselves when planning and organising key careers events throughout the Academy year.

We hold several highly effective events and activities, which provide opportunities to speak to students - both individually and in groups. These are usually held within the Academy day and timings, with facilities, parking and registration details emailed to exhibitors in good time before the event. Enquires about these events can made to Claire Wright, the CEIAG Coordinator, at: [cwright@lfatsf.org.uk](mailto:cwright@lfatsf.org.uk), or Michelle Newey, Careers Leader, at: [mnewey@lfatsf.org.uk](mailto:mnewey@lfatsf.org.uk).

We also have a number of whole year group assembly slots that give providers an opportunity to spread the word about their 'offer.' These are 20-minute slots to a cohort of around 300 in the Sixth Form's Theatre, which has a projector and speakers for sound. Assemblies are usually on offer throughout the academic year. If you are a provider and would like to enquire on the availability of these slots, please email our CEIAG Lead, using the details above.

If a provider is unable to attend these events, or feels that their presentation requires different circumstances; in the first instance, they should contact Claire Wright, the CEIAG Advisor, to discuss in more detail.

The Academy will need details of the training, vocational or apprenticeship provider you represent; the aim of the presentation; if the request is for an assembly slot or 'other'; the number of students the session is designed for; the length of the talk or presentation; the target year group; what display or other facilities the session would require; how many provider staff (and names of staff) who will be visiting; and what other support from Academy staff you would require on the day. If the email is notification of an event at an off-site venue, please include timings of the day; a list of other invited schools and providers; any accessible funding streams for transport costs and a visit risk assessment of the venue.

All requests should be emailed at least 6 weeks (an Academy half term) in advance an expected date for the planned session. All requests will be given due consideration by the CEIAG Lead and Careers Leader.

Requests will be temporarily refused if they impinge on students' preparation for public or internal exams; they clash with other school events, such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents communication events etc; the Academy is unable to provide staff to support the presentation or talk due to previous commitments; the rooming for the talk or event is unable to be found due to timetabling challenges.

For requests that are approved, we will provide clear instructions before the event on visitor parking; visitor registration; a contact member of staff and their contact details; the teaching room or other venue to be used at the session and the presentation facilities this space offers.

As part of our wider CEIAG policy, the range of careers provision for students is reported every academic year to Senior Staff and the Local Governing Body.

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