



## PROVIDER ACCESS POLICY

ORIGINATOR: Alex Emmerson  
SLT LINK: Stuart Williams

May 2020

### CONTENTS

1.	AIMS.....	1
2.	STATUTORY REQUIREMENTS .....	1
3.	STUDENT ENTITLEMENT .....	2
4.	MANAGEMENT OF PROVIDER ACCESS REQUESTS.....	2
5.	LINKS TO OTHER POLICES.....	4
6.	MONITORING ARRANGEMENTS.....	4

#### 1. AIMS

This policy statement aims to set out the **College'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

Schools 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.

Schools 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 the College complies with these requirements.

### 3. STUDENT ENTITLEMENT

All students in years 8 to 13 at Catmose College 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

#### 4.1 Procedure

A provider wishing to request access should contact Beth Meynell, Careers Advisor, on [emeynell@catmosecollege.com](mailto:emeynell@catmosecollege.com) 01572 770066.

#### 4.2 Opportunities for access

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

	Autumn Term	Spring Term	Summer Term
All Year Groups	WOW Weekly Lunchtime careers talks 1:1 interviews with Rutland County Council (EHCP students) Academic scholarship programme	WOW Weekly Lunchtime careers talks Careers Week 1:1 interviews with Rutland County Council (EHCP students) Academic scholarship programme	WOW Weekly Lunchtime careers talks 1:1 interviews with Rutland County Council (EHCP students) Academic scholarship programme
Year 8	Progress and goal setting	Life skills with Barclays	Life skills with Barclays Careers workshop Personal responsibility
Year 9	Assembly and tutor group opportunities - employability skills Review progress and set future goals	Key Stage 4 options event Options interviews with Senior Leaders The world of work tutorial programme Visit to a University	Financial dilemmas tutorial programme
Year 10	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers Resilience tutorial programme	Work experience preparation sessions Work experience

Year 11	1:1 Interviews with Principal and Careers Manager 21 <sup>st</sup> Century skills tutorial programme Assembly on opportunities at 16 Post-16 careers event Post-16 taster sessions	1:1 Interviews with Principal and Careers Manager Support with applications Survival/revision tutorial programme	Support with applications Exam preparation Tutorial programme
---------	--	--	---

#### 4.3 Granting and refusing access.

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable.
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met.
- Students are available to attend, depending of the dates requested and curriculum considerations.
- Providers are impartial, unbiased and of high quality content, meeting equal opportunity requirements.
- Providers are GDPR compliant.

#### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the **College's** procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

#### 4.5 Premises and facilities

The College will make the Theatre, Library, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The College will make available audio/visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the College Librarian. The Careers Library is available to all students at lunch and break times.

5. LINKS TO OTHER POLICES

The policies detailed below may be found at [www.catmosecollege.com/policies/](http://www.catmosecollege.com/policies/)

- Child Protection Policy
- Careers Education and Guidance Policy
- Curriculum Policy

6. MONITORING ARRANGEMENTS

The College's arrangements for managing the access of education and training providers to students is monitored by Alex Emmerson, Vice Principal.