



## PROVIDER ACCESS POLICY

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#### 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 7 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 and the Careers Statutory Guidance July 2021.

This policy shows how the College complies with these requirements.

### 3. STUDENT ENTITLEMENT

All students in Years 7 to 11 at the College are entitled to:

- Find out about technical, vocational and applied education and qualifications and apprenticeship opportunities including T Levels, traineeships and higher technical skills 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.
- Visits from providers, including further education colleges, studio schools, 36 university technical colleges, institutes of technology and a range of providers of apprenticeships and technical options, including Independent Training Providers (ITPs). An exception is when there is no such provider in the area that students could reasonably be expected to consider attending in future due to the travelling distance involved.
- 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) or 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/guardians:

	Autumn Terms	Spring Terms	Summer Terms
All Year Groups	<p>WOW Weekly</p> <p>Lunchtime careers talks</p> <p>One-to-one interviews with Rutland County Council (EHCP students)</p> <p>Academic scholarship programme</p> <p>Post-16 careers event</p> <p>Careers assemblies</p>	<p>WOW Weekly</p> <p>Lunchtime careers talks</p> <p>Careers Week</p> <p>One-to-one interviews with Rutland County Council (EHCP students)</p> <p>Academic scholarship programme</p> <p>Apprenticeship event</p> <p>National Careers Week</p>	<p>WOW Weekly</p> <p>Lunchtime careers talks</p> <p>One-to-one interviews with Rutland County Council (EHCP students)</p> <p>Academic scholarship programme</p>

Year 7	Transition tutorial programme – learning strategies	Living in the wider world Careers programme	Careers Day linked to work-led experiences
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 and the future  Tutorial programme	Work related learning
Year 11	One-to-one 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	One-to-one interviews with Principal and Careers Manager  Support with applications  Survival/revision tutorial programme  21 <sup>st</sup> Century Skills	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 into account participant numbers and teaching timetables.
- DBS regulations are met.
- Students are available to attend, depending of the dates requested and curriculum considerations.
- Providers are impartial, unbiased and deliver high-quality content, meeting equal opportunity requirements.
- Providers are GDPR compliant.
- Virtual options are available.

#### 4.4 Safeguarding

Our Safeguarding and Child Protection Policies outline 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 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 Claire Pugh, Vice Principal.