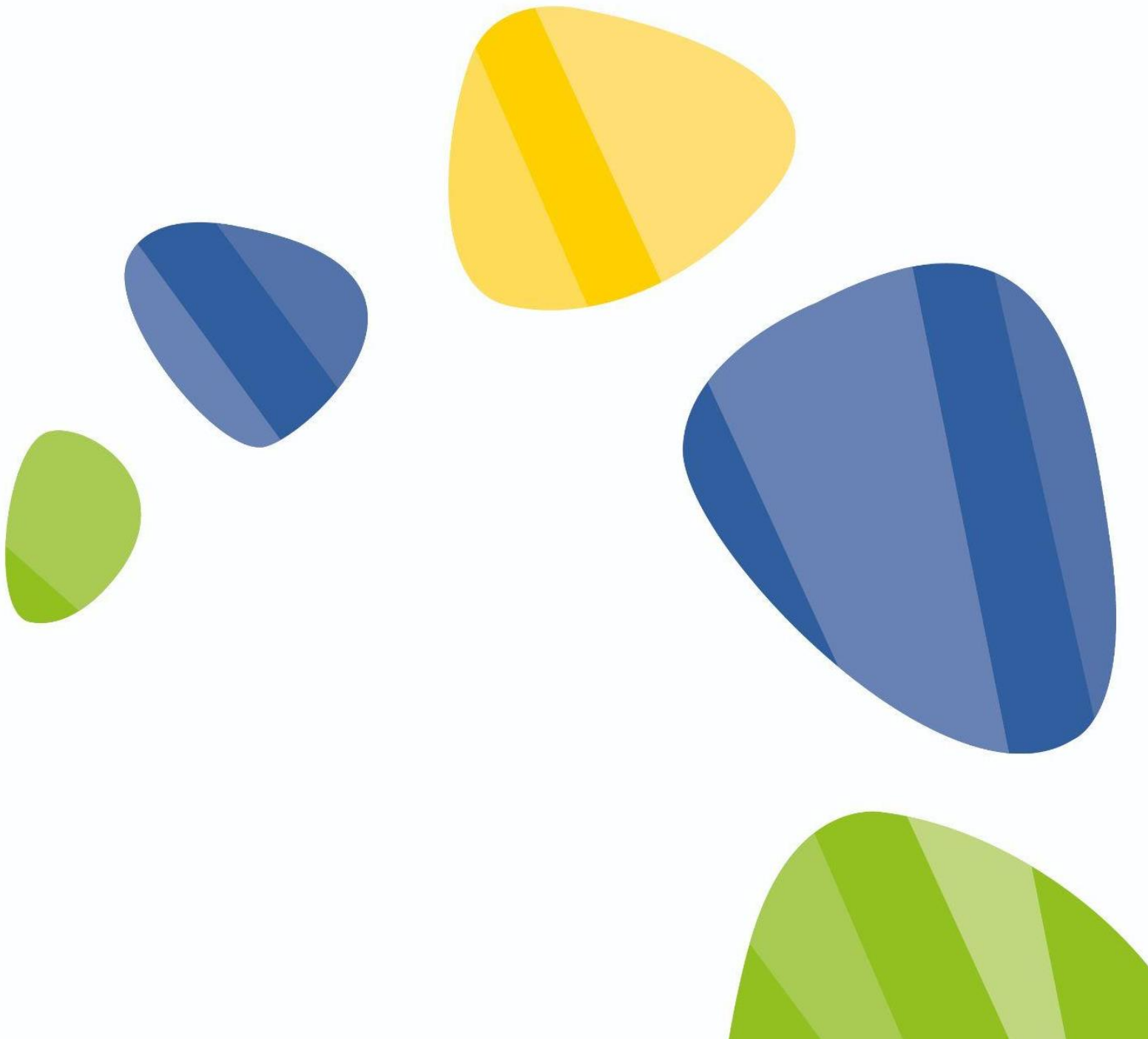




# Provider Access Policy



## About this document:

### **Purpose:**

This policy statement sets out the college's arrangements for managing the access of providers to the college for the purpose of providing information about the provider's education or training offer. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

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| <b>Complied by: Stacey Morris</b>                               | <b>Date: March 2025</b>                    |
| <b>Committee: Board of Trustees</b>                             | <b>Date agreed by Trustees: April 2025</b> |
| <b>Review Cycle: (annually, 2 years, 3 years):<br/>Annually</b> | <b>Review Date: March 2026</b>             |

### **Wellbeing in our Trust**

We may all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- 🌟 Effective line management
- 🌟 Commitment to reducing workload
- 🌟 Supportive and professional working environments
- 🌟 Employee support programs
- 🌟 Signposting to confidential counselling support )
- 🌟 Education Support: telephone number 08000 562561 or website [www.educationsupport.org.uk](http://www.educationsupport.org.uk)

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## 1. Intent and Aims

This policy statement aims to set out our college's arrangements for managing the access of education and training providers to learners 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. Legislation and Statutory Guidance

*(Note: Legislation and guidance applicable to the 'third key phase' only at Creating Tomorrow College)*

All learners at Creating Tomorrow College are entitled to:

- Explore technical education qualifications and apprenticeship opportunities as part of a comprehensive careers programme, ensuring they are informed about the full range of education and training options available at each transition point.
- Engage with a variety of local education and training providers to learn about the opportunities available, including technical education and apprenticeships. This will be facilitated through group discussions, live online sessions via Teams, provider visits, and taster events.
- Develop an understanding of the application process for academic and technical courses, with appropriate support provided throughout.
- Choose to opt out of any activities or information sessions.

Provider encounters will be scheduled during core college hours, ensuring learners have access to meaningful engagement. As a minimum, providers will be given sufficient time to:

- Present information about their organisation and the approved technical education qualifications and apprenticeship opportunities they offer.
- Explain the potential career pathways that their courses and training could lead to.
- Provide insights into the learning and training experience at their institution, including opportunities to interact with staff and current learners.
- Address questions from learners to support their decision-making process.

This policy ensures that all learners receive impartial, high-quality information about post-college opportunities, empowering them to make informed choices about their future.

## 3. Procedures

A provider wishing to request access should contact Carole Wilson-Frizzell, Assistant Principal/Appointed Careers Leader: [cwilson-frizzell@creatingtomorrowcollege.co.uk](mailto:cwilson-frizzell@creatingtomorrowcollege.co.uk)

Creating Tomorrow College reserves the right to decline requests from providers for a range of reasons, including (but not limited to) the following:

- ✿ If attendance would result in an imbalanced representation of available pathways (e.g. an event featuring multiple apprenticeship providers but no representation from colleges).
- ✿ If the provider's input is not relevant to a specific event or the request is untimely (e.g., learners have already engaged with similar providers during the academic year, or they are in the midst of end-of-year assessments).
- ✿ If the information provided is not deemed to be in the best interests of learners or there are concerns regarding the ethics, accuracy, or quality of the provision.

In such cases, the Careers Leader will communicate the decision to the provider along with the reason for the refusal. Should the provider wish to appeal this decision, they may contact the Principal. If they remain unsatisfied with the outcome, they can escalate their appeal to the Chair of Trustees.

#### **4. Roles and Responsibilities**

Providers are to contact the career's leader Carole Wilson-Frizzell as the point of contact to arrange an appropriate time and to plan to meet with learners.

Campus Leaders, Tutors and Job Coaches will be responsible for classroom management and the adaption of the resources to make learning accessible to all learners.

Visitors to the site will be responsible for following the college safeguarding policy & procedures. Education and training providers will also be expected to adhere to this policy.

#### **5. Meaningful provider encounters**

One encounter is defined as one meeting/session between learners and one provider. We are committed to providing meaningful encounters to all learners using the [Making it a meaningful checklist](#).

Meaningful online engagement is also provided, and we are open to providers that are able to provide live online engagement with our learners.




At Creating Tomorrow College, we are passionate about making this happen in a creative and meaningful way. We aim to bring the industry to life and make it accessible to all. We encourage and welcome ideas on thoughts on how this can happen.

#### **6. Previous providers**


In previous years, we have been fortunate to be able to invite a number of different speakers and organisations to help inspire our learners. We actively seek organisations from a variety of different industries and settings to provide a meaningful and insightful experience for learners.

## 7. Destinations of learners

Last year our Pathway to Employment learners completing the course exited to:

-  **Employment**
-  **Creating Tomorrow College Supported Internship**
-  **Other Provider Study Programme**

Last year our interns exited to:

-  **Employment (100% success rate)**

## 8. Opportunities for access

Creating Tomorrow College facilitates the required provider encounters by law and integrates additional opportunities into our careers programme. We welcome providers to engage with learners and families through a variety of events.

If you are a provider interested in engaging with our learners, please contact our Careers Leader to discuss the most suitable opportunities.

### Mandatory Provider Encounters

The College ensures that learners receive at least two provider encounters during the 'third key phase,' as required. These encounters are mandatory for the College to provide but optional for learners to attend.

### Additional Provider Opportunities

Beyond the mandatory encounters, we offer further opportunities for providers to connect with our learners and their families, including:

- **Live Webinars**
- **Apprenticeship Workshops**
- **On-site Workshops**
- **Visiting further education/ adult social care providers**

The College's **Safeguarding Policy** outlines our approach to allowing external providers into the college to interact with learners.


## 9. Premises and facilities

Creating Tomorrow College will provide suitable spaces, such as tutorial rooms or private meeting rooms, for discussions between providers and learners, depending on the nature of the activity. AV and specialist equipment can also be made available to support provider presentations. These arrangements will be discussed and agreed upon in advance with the Careers Leader or a member of their team.

We also welcome meaningful online engagement and encourage providers to offer live virtual sessions for our learners where appropriate.

Providers are invited to leave copies of their prospectuses or other relevant course materials with the Careers Leader for learners to access.

#### **10. Links to other policies**

-  Vulnerable Adult, Child Protection and Safeguarding policy
-  Careers guidance policy
-  Curriculum policy

#### **11. Complaints**

The college's arrangements for managing the access of education and training providers to learners are monitored by Carole Wilson-Frizzell .

Any complaints with regards to providing access can be raised following the college complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)