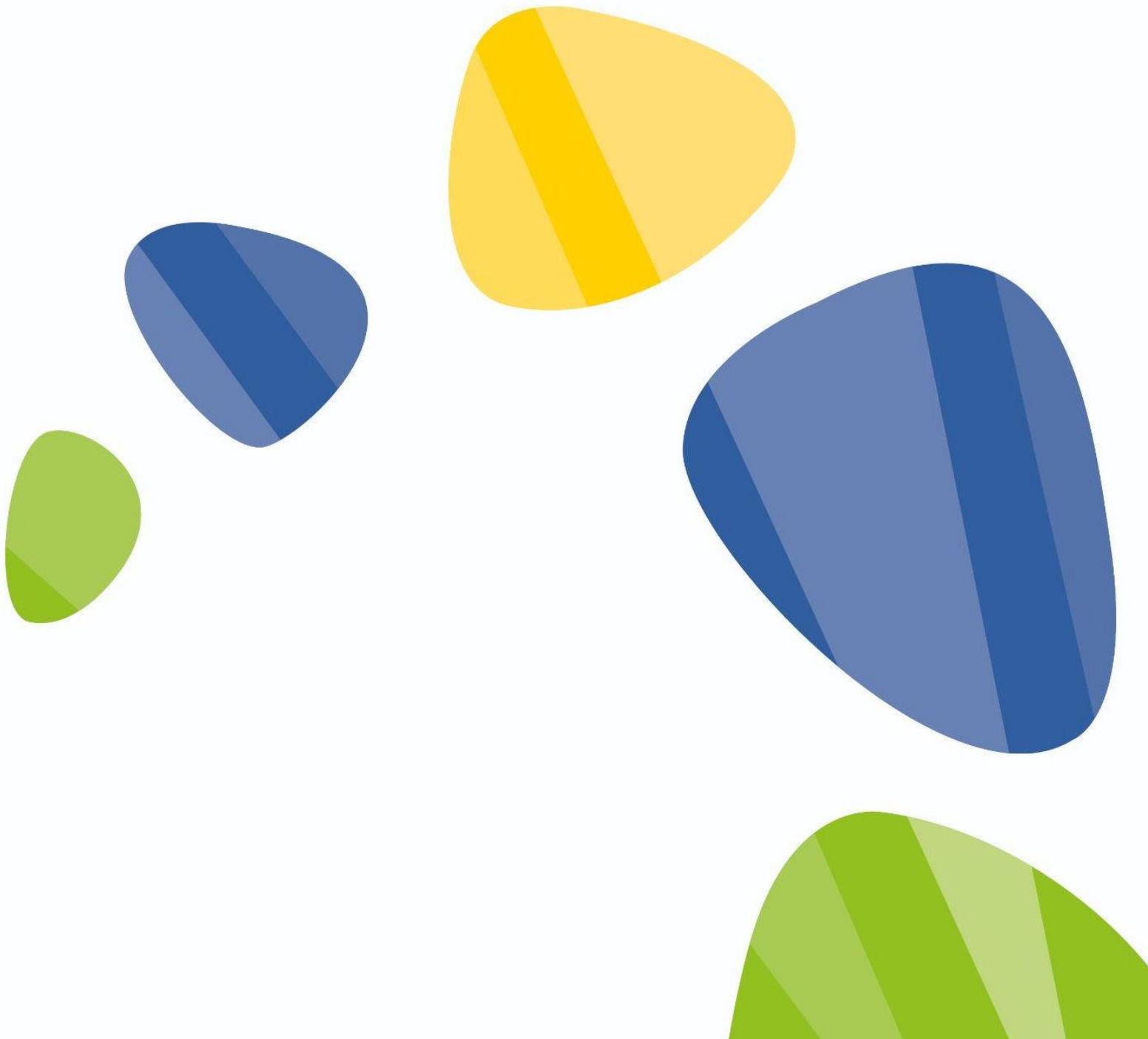




Provider Access Policy



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.

Complied by: Gareth Ivett	Date: August 2023
Committee: Board of Directors	Date agreed by Governors: September 2023
Review Cycle: (annually, 2 years, 3 years): Annually	Review Date: September 2024

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
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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1. Intent and Aims

This policy statement aims to set out our school'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. Legislation and Statutory Guidance

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

All students in years 8 to 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.

For students of compulsory school age, these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (years 8 to 9) and two encounters for students during the 'second key phase' (years 10 to 11). For students in the 'third key phase' (years 12 to 13), particularly those that have not yet decided on their next steps, two more provider encounters are available during this period, which is optional for students to attend.

These provider encounters will be scheduled during the main college hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students

3. Procedures

A provider wishing to request access should contact Carole Wilson-Frizzell, Director of College (Performance & Standards) cwilson-frizzell@creatingtomorrowcollege.co.uk

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 students.

Tutors and Job Coaches will be responsible for classroom management and the adaptation of the resources to make learning accessible to all students.

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 students and one provider. We are committed to providing meaningful encounters to all students 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 students.

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 students. We are actively seeking organisations from a variety of different industries and settings to provide a meaningful and insightful experience for learners.

7. Destinations of students

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

Employment

Creating Tomorrow College Supported Internship

Other Provider Supported Internship

Social Care

Last year our interns exited to:

Employment (100% success rate)


















8. Procedure

A provider wishing to request access should contact *Carole Wilson-Frizzell*, cwilson-frizzell@creatingtomorrowcollege.co.uk

9. Opportunities for access

The college offers a minimum of six provider encounters required by law and a number of additional events, integrated into the college careers programme. We will offer providers an opportunity to come into college to speak to students. We are flexible and open to suggestions on how these engagements can take place. We do have a timetable of events planned throughout the college year, but we are flexible when working with organisations.

Examples of activities that are planned:

-  Enterprise (business/social action project)
-  Career guidance input/ Vocational profiling
-  Apprenticeship Awareness including inclusive apprenticeships/ supported internships and traineeships.
-  Community Independence
-  External work experience
-  Internal work experience
-  Virtual work experience
-  Virtual employer engagement
-  Industry workplace visits
-  Travel Training
-  Volunteering
-  Neurodiversity Week
-  National Careers Week
-  STEM challenge
-  Annual review
-  Transition Support
-  World of Work experiential session

10. Premises and facilities

The college will make classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The college will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed upon in advance of the visit with the Director of College or a member of their team.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant literature at the with the college team.

11. Links to other policies

Vulnerable Adult, Child Protection and Safeguarding policy

Careers guidance policy

Curriculum policy

12. Monitoring Arrangements

The college's arrangements for managing the access of education and training providers to students 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