



PROVIDER ACCESS PROTOCOL

2017/18

Responsibility

SMT member: **Deputy Principal**

Introduction

This policy statement sets out the College's arrangements for managing the access of providers to students at the College for the purposes of giving them 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.

Student entitlement

Students in years 12 - 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Terena Smith – Acting Head of Careers

Telephone: 01432 355166 Ext 260 Email: tas@hereford.ac.uk

Opportunities for access

A number of events, integrated into the College's careers programme, will offer providers an opportunity to come into the College to speak to students and/or their parents. These are as follows:

	Autumn Term	Spring Term	Summer Term
Year 12 & 13	Employer lunchtime talks, eg, QinetiQ, Armed Forces		
	Impact/Facebook/Student Bulletin to advertise apprenticeship/job vacancies, work experience placements, HE and local college open days, etc Local Colleges/Sixth Forms Open Day poster	Apprenticeship and Options parents evenings Study Abroad talk Meet Your Future 6/3/18 – apprenticeship training providers, employers, voluntary organisations, local universities/colleges Local training providers lunchtime talks	Range of speakers from HE, employers and voluntary organisations

Please speak to our Head of Careers to identify the most suitable opportunity for your organisation.

The College's policy on safeguarding sets out the College's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The College will ensure adequate facilities are available for discussions between the provider and students, as appropriate to the activity. The College will also make available specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Head of Careers. The Resource Centre is available to all students throughout the College's opening hours.

Approval and review

Approved: 16/01/18 by Directors of the Staff and Student Committee