

PROVIDER ACCESS POLICY STATEMENT

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Date of Approval	13/10/23	Approval Level	Principal

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Aims

This policy statement aims to set out our 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 and colleges 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.

Colleges 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](#).

3. Student entitlement

Trent View recognises that students will join college already having access to careers advice and guidance as outlined in their previous educational establishment from years 8-11 and that our role is to continue to deliver high quality and purposeful opportunities. All students at Trent View are entitled to:

- Find out about technical education qualifications, apprenticeship opportunities and supported internships 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

Any provider seeking access should refer to the opportunities for access below. They should submit in writing a request outlining the specific opportunity they wish to access and why this would be appropriate and beneficial for students at Trent View College. This should be sent to the office manager who will forward the request to the assistant principal responsible for careers for consideration.

A provider wishing to request access should contact Hazel Abbott (Assistant Principal). After consideration, the provider will receive a response in writing explaining the decision to grant or deny access.

Telephone: 01724 553170

Email: : h.abbott@trentviewcollege.co.uk

4.2 Opportunities for access

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

Our Careers Programme at a Glance

Autumn	Spring	Summer	Other / Ongoing
Moving on Event	National Careers Week	'I can' event - vocational showcasing	Preparation for adulthood curriculum
Business breakfast - engagement with employers	Business breakfast - engagement with employers	Business breakfast - engagement with employers	PSHE curriculum Annual review process Higher / Further Education visit
Careers interview - aspiration and action planning		Summer work experience event	Employer / Workplace engagement NOCN qualifications

4.3 Granting and refusing access

When considering provider applications for access the following will be considered:

- The reputability of the provider
- The needs and aspirations of the pupils attending the event
- The safeguarding duty of the school
- The Careers curriculum and where the provider offer would most complement this.
- The school's duty to remain impartial

While the school reserves the right to grant or deny access, Trent View will always seek to provide the broadest offer possible to students. If denied access the provider will receive a response, in writing, confirming the decision around why access is deemed unsuitable at this time.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to the Safeguarding Children and Vulnerable Adults policy and the School's external speaker policy at all times whilst working with pupils and staff at Trent View.

4.5 Premises and facilities

When providers are granted access they may request equipment by contacting Maxine Tomlinson, office manager. The location of the event will dictate the availability of equipment.

At Assemblies or workshops, a room will be booked within school, audio-visual equipment (plasma screen) will be made available and technical support can be on hand. At larger events, providers will get a station to base themselves on with access to electricity but the school will be unable to provide audio visual equipment to large numbers of providers.

Providers are able to leave a small number of prospectus within the college for reference. These will be displayed in our careers corner of the library area.

5. Links to other policies

Other policies you may find useful to your application can be found on the school website www.trentviewcollege.co.uk. These include but are not limited to:

- Safeguarding/child protection policy
- Careers policy
- Curriculum Documents

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Hazel Abbott, Assistant Principal

This policy will be reviewed by **Hazel Abbott, Assistant Principal** on an annual basis. At every review, the policy will be approved by the college governors and Sarah Parker, Principal.