

# **Provider Access Policy**

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## **Statement of intent**

This policy statement sets out Caedmon College Whitby'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 offers. This complies with the College's legal obligations under Section 42B of the Education Act 1997.

## **Student entitlement**

Students in years 7-11 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: this can be through options evenings; assemblies; 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**

A provider wishing to request access should contact Gail Mackle, Careers Guidance Leader. Telephone 01947 602406 or email [g.mackle@wsp.org.uk](mailto:g.mackle@wsp.org.uk).

## **Opportunities for access**

A number of events, integrated into the College careers programme, will offer providers an opportunity to come into College to speak to students and/or their parents. Employers and providers are welcome to attend careers fairs, assemblies or drop in sessions when these are available.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Apprenticeship evening</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Careers Fair</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Careers-support for option choices</li> <li>• Option assembly and options evening</li> <li>• Apprenticeship evening</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Career Fair</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Apprenticeship evening</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Work experience</li> <li>• Careers Fair</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Apprenticeship evening</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Careers Fair</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Lunchtime drop in</li> <li>• Apprenticeship evening</li> </ul>	<ul style="list-style-type: none"> <li>• Unifrog</li> <li>• Assemblies</li> <li>• Careers Fair</li> </ul>

Please note that the College reserves the right to deliver activities and/or content in different terms than shown, in addition, further opportunities may arise during the College year, please contact us as early as possible in the College year to discuss available opportunities.

In addition to the events listed above we have calendared assemblies for year groups, refer to the College calendar for assembly days and themes throughout the year. Please speak to our Careers Guidance Leader to identify the most suitable opportunity for you. As part of the planning process for a visit you may be required to complete a Partners in College Agreement Form (Appendix A). The Visitors to College Policy sets out the College's approach to allowing providers into College as visitors talk to our students.

**Premises and facilities**

Caedmon College, Whitby will make the main dining hall, classrooms or 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 in advance of the visit with Careers Guidance Leader.

Providers are welcome to leave to a copy of their prospectus or other relevant course literature with the Careers Guidance Leader, this will be displayed in the Careers area of the LRC, which is available to students at lunch and break times.

## Appendix A

### Partners in School Agreement Form

Supporting Careers and/or the Personal, Social, Health, Citizenship and Economic Education. The aim of this document is to ensure that both the school and the external partners are mutually aware of the other's expectations and to ensure that a high quality teaching and learning session is the guaranteed outcome.

**Caedmon College, Whitby**  
**Lead contact person: Gail Mackle**  
**Tel: 01947 602406**  
**Email: g.mackle@wsp.org.uk**

**Agency:**  
**Lead contact person:**  
**Name of person(s) delivering the session:**  
**Tel:**  
**Email:**

**What is the aim of the session?**

**What type of session is being delivered? (lesson, assembly, drop down day etc)**

**What are the intended learning outcomes for the students?**

**Is the partner agency delivering the whole session or contributing to part of session?**

**What activities and methods will be used during the session?**

**If possible please send a copy of any session plan and supporting resources to the lead contact person at the school before the session runs to ensure appropriateness of resources for the age group**

<b>Date/Time</b>	<b>Year/Class</b>	<b>Number of students</b>	<b>Any special needs or sensitive issues to be aware of?</b>	<b>Any equipment that needs to be provided by the school?</b>