

# Provider Access Legislation Policy

**Policy Type:** Local  
**Approved by:** AQC  
**Effective From:** March 2025  
**Revision date:** March 2026

## Document History

Changes to grammar, punctuation, spelling and sentence structure have been made throughout the document. In addition to these minor changes the following have been made.

Version	Date	Author	Changes
V1	March 2024	Nikki Coleman	<ul style="list-style-type: none"><li>Added the word legislation to the title</li><li>Contact telephone number updated</li></ul>
V2	March 2025	Nikki Coleman	<ul style="list-style-type: none"><li></li></ul>

The College is committed to safeguarding and promoting the welfare of its students and expects all staff, partners, visitors and volunteers to share this commitment.

The following statement applies to activities undertaken by the College in pursuing its purpose as an educational institution whilst serving its students, community and wider stakeholder interests.

## Policy Aims and Objectives

This policy statement aims to set out the College's arrangements for managing the access of education and training providers to students for the purpose of imparting information about their offer.

## Statutory requirement

Colleges have a legal requirement to provide all college students with guidance materials and a wide range of up-to-date reference materials relating to careers education and career opportunities, as per section 45 of the Education Act 1997.

As per section 42B of the Education Act 1997, schools and colleges are required to ensure that there is an opportunity for a range of education and training providers to access their students for the purpose of informing them about approved technical education, qualifications or apprenticeships.

## Student entitlement

All students are entitled to:

- Learn about, and have access to information regarding academic and technical education, apprenticeship opportunities and work based training programmes, as part of our Careers Education, Information and Guidance (CEIAG) programme which provides information on the full range of education and training options available at their next transition point.
- Engage directly with a range of local and national providers about the opportunities they offer, including academic and technical education, apprenticeships and work based training programmes.
- Understand how to make applications for the full range of academic and technical courses and employment opportunities.
- **Have the opportunity to have two provider encounters during Year 12 to 13. These are optional for students to attend.**

## Management of provider access requests

### 1. Procedure

The College will make suitable space available for discussions between the provider and student(s), as appropriate to the activity. The College will also make available AV and specialist equipment to support provider presentations if required.

**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 educational qualifications and apprenticeships that the provider offers**
- **Explain what career routes these options could lead to.**
- **Provide insight into what it might look like to learn or train with that provider (including the opportunity to meet staff and students from the provider)**
- **Answer questions from students**

Providers are welcome to leave a copy of their prospectus, posters or other relevant literature in the Prospect Trust Carers Services Centre. The Prospect Trust Careers Services team will ensure that this literature is then available to all students visiting the area. In addition, providers are welcome to leave online access information with The Prospect Trust Careers Services team which can be shared with our students.

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

A provider wishing to request access should contact the Careers Lead, Nikki Coleman on 01252 688293 or email [careers@prospecttrust.org.uk](mailto:careers@prospecttrust.org.uk)

## **2. Opportunities for access**

**The College offers more than the two provider encounters required by law across years 12 & 13**, as well as a number of additional events integrated into our CEIAG programme which will offer providers an opportunity to come into College to speak to our students and, on occasion, their parents/carers. These take a variety of different forms and are continuously developing. It is therefore advised that if you are interested in attending, you email us to determine dates and availability.

The following highlights information regarding our two major cross-college CEIAG progression events plus an example of other activities taking place throughout the year:

### **Year 12 and Students on 1 Year Programmes**

#### ***Autumn and Spring Terms***

- Subject specific career Information talks advertised in our weekly Prospects Newsletter.

#### ***Summer Term***

- Progression evenings - for parents/carers only outlining what to expect in Y13 plus information on progression routes, support available etc. HE FE and Apprenticeship providers are invited to attend.
- Moving On Day. Whole day event. 2000 students, 160+ external exhibitors from HE, FE, Apprenticeship, GAP and Employment sectors. 200+ seminars running throughout the day, led by experts from HE, FE, Apprenticeship, GAP and Employment sectors.

### **Year 13 Students**

#### ***Autumn Term***

- Personal Statement and CV/application clinics.
- Mock Interviews for Oxford, Cambridge and vocational degrees (medicine, veterinary medicine, teaching etc).
- Mock interviews for Level 2 students.

### ***Spring Term***

- Training, Employment and Apprenticeship (TEA) Recruitment Fair. Supported by FE, Employers and Apprenticeship providers.

### **Complaints:**

**Any complaints with regards to provider access can be raised following the colleges complaints procedure or directly with the Careers and Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)**

***If any provider would like to discuss access for the above events, or at any time throughout the year, please contact the Careers Lead, Nikki Coleman on 01252 951050 or email [careers@prospecttrust.org.uk](mailto:careers@prospecttrust.org.uk).***