

# Witchford Village College Provider Access Policy

<b>Approved by LGB:</b>	July 2021
<b>Review cycle:</b>	Annually
<b>Review By:</b>	July 2023

Document Control ..... 2

Introduction .....3

Student Entitlement.....3

Management of Provider Access Requests.....3

Approval and Review.....4

**Document Control**

New Version Number	Key changes from previous version	Date of ratification

## 1. Introduction

This policy statement sets out the arrangements for managing the access of providers to students at the college, for the purpose 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.

## 2. Student entitlement

All students in years 7-13 are entitled:

- o 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;
- o 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;
- o to understand how to make applications for the full range of academic and technical courses.

From January 2023, in order to adhere to the updated provider access legislation (PAL), the school will provide at least four encounters with approved providers of apprenticeships and technical education for all students:

- Two encounters for students during Yr 8 & 9 (one per year) that are mandatory for all to attend
- Two encounters for students during Yr 10 & 11 (one per year) that are mandatory for all to attend

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

## 3. Management of provider access requests

### 3.1 Procedure

A provider wishing to request access should contact:

*Juliet Martin*  
Head of Careers  
Telephone: 01353 662053 x 162  
Email: [jmartin@wvc.tmet.org.uk](mailto:jmartin@wvc.tmet.org.uk)

### 3.2 Opportunities for access

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

Year Group	
<b>Year 7</b>	<ul style="list-style-type: none"> <li>○ Careers education units in PSHE, drop down days, Assemblies to cover Grow throughout life, Explore possibilities, manage career, create opportunities, Balance life and work and See the big picture.</li> <li>○ Access Unifrog, careers platform</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>○ Careers education units in PSHE, drop down days, Assemblies to cover Grow throughout life, Explore possibilities, manage career, create opportunities, Balance life and work and See the big picture.</li> <li>● Access Unifrog, careers platform</li> <li>● Take Your Child to Work Day</li> <li>● Walking Tour of Lancaster Way Business Park</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>○ Careers education units in PSHE, drop down days and Assemblies to cover Grow throughout life, Explore possibilities, manage career, Create opportunities, Balance life and work, See the big picture.</li> <li>○ Access Unifrog, careers platform</li> <li>● Guided Pathways Day</li> <li>● Eyes on the Prize event at Anglia Ruskin</li> <li>● Non-compulsory 1:1 Guidance Meetings offered to students</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>● Careers education units in PSHE, drop down days and Assemblies to cover Grow throughout life, Explore possibilities, manage career, Create opportunities, Balance life and work, See the big picture.</li> <li>● Access Unifrog, careers platform</li> <li>● Employer Carousel</li> <li>● Opportunity for students and parents to attend Post 16 Evening at WVC</li> <li>● Students introduced to the Post 16 application process</li> <li>● East Cambs Skills Fair and University visits</li> <li>● Taster Days to Further Education Colleges</li> <li>● Work Experience offered to all students</li> <li>● Post 16 Providers offer opportunities for parents and students to visit</li> <li>○ Compulsory 1:1 Guidance Meetings offered to all students</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>○ Careers education units in PSHE, drop down days and Assemblies to cover Grow throughout life, Explore possibilities, manage career, Create opportunities, Balance life and work, See the big picture.</li> <li>○ Access Unifrog, careers platform</li> <li>○ Assemblies and workshops from outside providers with a focus on pathways at Post 16, Apprenticeships, Vocational routes, University</li> <li>○ Mock Interview Skills Day</li> <li>○ Delivery of application process MyChoice@16</li> <li>○ Targeted 1:1 Guidance Meetings</li> <li>○ Use of Labour Market Information to demonstrate the changing job market, up and coming trends and links to current subject choices</li> <li>○ Opportunity for students and parents to attend the Post 16 Evening at WVC</li> <li>○ Post 16 Providers offer opportunities for parents and students to visit</li> </ul>

*Please speak to our Juliet Martin to identify the most suitable opportunity for you.*

### **3.3 Premises and facilities**

The college will make the main hall, 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 in advance of the visit, with the Juliet Martin and the site team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Mrs Juliet Martin, Head of Careers, for students to access. Any relevant websites and links will be added to the Information, Advice and Guidance section of the Witchford Village College website, in order for students and parents to have a full overview.

## **4. Approval and review**

Reviewed Annually by Head of School