

# Provider Access Policy

**Relating to:** Students

**Document reference:** SHCPolStu03

**Document owner:** Director of Student Services

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**Date of next review:** 27 February 2026

## **Introduction**

This policy statement sets out the College's arrangements for managing the access of providers to the students at St Helens College and Knowsley Community College for the purpose of giving them information about the provider's education or training offer to help students make post-18 careers choices. This complies with the College's legal obligations under Section 42B of the Education Act 1997.

## **Student Entitlement**

All St Helens College and Knowsley Community College students are entitled:

- to find out about education qualifications and apprenticeship 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 education and apprenticeships – through workshops, presentations, information stands, careers events and tasters.
- to understand how to make applications for the full range of further and higher education courses.

For years 12 to 13, there are two provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school 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 education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)

## **Meaningful Provider Encounters**

One encounter is defined as one meeting/session between students and one provider. The College is committed to providing meaningful encounters to all students using the Making it meaningful checklist.

Meaningful online engagement is also an option, and the College is open to providers that are able to provide live online engagement with its students.

## Previous Providers

In previous terms/years, the College has invited the following providers from the local area to speak to its students:

- Liverpool John Moores University
- Edge Hill University
- Chester University
- UCLAN
- NHS

## Student Destinations

Last year, students from the College moved to a range of providers in the local area:

- Liverpool John Moores University
- UCLAN
- Edge Hill University
- Chester University

## Management of Provider Access Requests

### Procedure

A provider wishing to request access should contact - Lisa Humphreys, Student Engagement Manager via email [lhumphreys1@sthelens.ac.uk](mailto:lhumphreys1@sthelens.ac.uk) or by telephone 01744 623225.

### Opportunities for Access

The College offers encounters and a number of additional events, integrated into the College's careers programme. **(See appendix 1)**

The College will offer providers an opportunity to come into the College to speak to students or their parents or carers. Please speak to the Careers Leader to identify the most suitable opportunity.

The College offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the careers section on the College's website.

The College will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The College will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

### Premises and Facilities

The College will make the forums, 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 Careers Leader or a member of their team.

Meaningful online engagement is also an option, and the College is open to providers that are able to provide live online engagement with its students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main reception area.

### **Complaints**

Any complaints with regards to provider access can be raised following the College's complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### **Signed:**

Chair of Governors

Principal/CEO

## Careers Delivery Plan – 2024/25

Topic	Groups	Delivered by	Details	Career Development Framework	Gatsby Links	2024		2025			
						Aug Oct	Nov- Dec	Jan- Feb	Mar- Apr	May- Jun	Jun- Jul
<b>College open events (FE and HE)</b>	Students	All participating staff	Prospective students and parents/carers	E, C, S	7,8						
<b>19+ Guidance</b>	Adult students	Careers Advisors	CEIAG for Adult students	E, C, S	8						
<b>School liaison activities</b>	Prospective students	School liaison team	Regular local school visits discussing progression options with Year 10 and Year 11 students.	E, C, S	7,8						
<b>16-18 Guidance</b>	Young students	Careers Advisors	CEIAG for Young students	E, C, S, M	8						
<b>Embedding of careers education in the curriculum</b>	All students	Curriculum staff	Activities and curriculum learning which link the classroom to careers.	G, E, M, C, B, S	1,2,3,4,5,6,7,8						
<b>Level 3 and Level 2-Results day Support</b>	Level 2 and Level 3 students	Curriculum staff and Careers Advisors	Advice and guidance on progression pathways.	G, E, C	3,7						
<b>CEIAG for late enrolments</b>	Prospective students	Curriculum staff and Career Advisors	Advice and Guidance on Programmes.	E, C, S	8						

<b>Career themed events</b>	Students	Curriculum staff, Careers Advisors, Enrichment	Central events which raise awareness of career opportunities such as National Careers Week and National Apprenticeship Week.	G, E, M, C, B, S	2,4						
<b>Registration on UniFrog platform</b>	Young students	Personal Development Tutors and Curriculum staff	Registration on the UniFrog platform creating initial profile.	M, E, S	3						
<b>Transition activity</b>	Care Experience Young people (LAC)	Personal Development Managers	Individual transition meetings for Looked After Children enrolling at the College.	G, E, C, B, S	3						
<b>Work experience</b>	Young students	Work experience team	Students yearly work experience commitment.	G, E, C, B, S	2,4,5,6						
<b>CV writing 1:1 support</b>	Young students	Careers Advisors	Targeted support.	G, M, E	8						
<b>CV workshop</b>	Young students	Careers Advisors	Workshop drop in sessions.	G, M, E	8						
<b>Mock interviews</b>	Young students	Careers Advisors	Targeted support.	G, E, M	2						

<b>Careers lunch time weekly drop in</b>	All students	Careers Advisors	Weekly drop-in session supporting students with applications and careers.	G, E, M, C, B, S	2,3,8						
<b>Bespoke University visits</b>	Level 3 students	Curriculum staff	Visits to Universities either in-person or virtual.	E, G, S	7						
<b>HE careers progression fair</b>	HE students	Curriculum staff	Higher Education progression event.	G, E, M, C, B, S	4,5,7						
<b>HE options afternoon</b>	Level 3 students	Curriculum staff	Higher Education awareness raising event.	G, E, M, C, B, S	7						

**CAREER DEVELOPMENT FRAMEWORK KEY**

G	Grow throughout life
E	Explore possibilities
M	Manage Career

C	Create opportunities
B	Balance life & work
S	See the big picture