

## Provider Access Policy and Procedures



### **Introduction**

This procedure statement sets out Carlisle College's formal arrangements for coordinating the access of providers to students at our College for the purpose of giving them information about the provider's education or training offer. This complies with legal obligations under Section 42B of the Education Act 1997.

### **Student Entitlement**

All students across all courses, including Level 1 up to Access Courses are entitled to:

- Find out about higher and technical 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.
- Have 'meaningful' encounters with both employers and employees so that students are aware of what it is like to learn in that environment.
- Hear from a range of local providers about the opportunities they offer, including work experience, technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests - procedures**

A provider who would like to request access should contact David Carruthers, Student Advice Officer and Careers Leader, in the first instance. If a request pertains to a work placement or work experience, Sarah Jackson, the Work Experience Co-Ordinator, would be a useful contact.

David Carruthers: [dcarruthers@carlisle.ac.uk](mailto:dcarruthers@carlisle.ac.uk)

Sarah Jackson: [SJackson@carlisle.ac.uk](mailto:SJackson@carlisle.ac.uk)

General enquiries: [info@carlisle.ac.uk](mailto:info@carlisle.ac.uk)

Main College contact number: 01228 822 700

### **Opportunities for access**

Throughout the academic year, there will be a range of events, as part of our wider careers programmes, which will provide the chance to meet our students and/or their parents at the College. These events includes:

- Presentations
- Workshops with specific subject areas/vocational areas
- Working with specific curriculum areas
- Career events and employer talks

College calendars vary from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared in advance, so it is essential that providers contact us early in the academic year to be involved in our planning. Please contact the Career Lead prior to an event so that the most suitable opportunity/event can be identified. Once an opportunity/event has been identified, the Careers Lead or member of the Careers team will brief the external speaker about the College and our safeguarding procedures. Access to students will be granted on the understanding that the information and guidance offered by providers is related to career progression opportunities only. Safeguarding requirements must also be met.

### **Premises and facilities**

On site, we will make classrooms, meetings and rooms available, as appropriate to meet the needs of the event or the topic for discussion. The College will also make the necessary Audio Visual (AV) and other specialist equipment available to the training provider/guest speaker as needed. We ask that requests for equipment/rooms are made prior to the event so that all speakers have equal access by contacting the Careers Lead. External providers are welcome to send or leave their prospectus or other information to the named individuals above who will make arrangements for it to be placed in our Learning Resource Centre and Student Support areas.

### **Safeguarding**

All individuals wishing to visit the College, will be required to follow our Safeguarding Procedures, as laid out in our Safeguarding Policy: <https://www.ncgrp.co.uk/guide-to-information/our-policies-and-procedures/>

*Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Lead who will distribute the relevant information to students.*