



**PROVIDER ACCESS POLICY  
STATEMENT**

**Technical Education and  
Apprenticeships**

SLT Responsible Person: Mrs M Mugford - Assistant Headteacher

Date of Statement: February 2023

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Approved on 9 February 2023 by Headteacher:

This document has been produced and should be read in conjunction with Section 42B of the Education Act 1997

## **Introduction**

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

## **Student Entitlement**

We believe in building strong relationships with: local schools with a sixth form; further education and sixth form colleges; apprenticeship providers; universities; independent training advisors and employers. Our careers programme includes a large number of opportunities for external providers to talk to and interact with students and their parents and carers, ensuring they are aware of vocational and technical pathways and opportunities as well as academic ones.

Professional Development is used to ensure careers advisers, tutors and other members of the pastoral team are up-to-date in their knowledge of the full range of Post-16 opportunities available to students.

## **Management of Provider Access Requests**

### ***Procedure***

A provider wishing to request access should contact: Mrs M Mugford, Strategic Careers Leader or email [mmugford@helston.cornwall.sch.uk](mailto:mmugford@helston.cornwall.sch.uk) .

### ***Opportunities for access***

All providers are welcome to contact us to discuss how they would like to support and contribute to careers provision for our students. They may like to get involved in activities and events, such as: careers fairs, assemblies, careers information evenings, 'I Love My Job' talks, employer speed networking, mock interviews and curriculum subject events.

Please use the following link [HCC Careers Page](#), to access our full careers programme that identifies all careers events, activities and learning opportunities for each year group.

Any provider taking part in an existing careers event/activity or a new one will be supported by our teaching staff throughout their visit and not left unattended. We will discuss space requirements with providers and make available appropriate IT and other resources to support presentations.

Providers are welcome to leave copies of their prospectus or course literature and we will distribute them to appropriate students and make them available in our Careers Library. We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents/carers through direct email, parent/carer-mail or promotion in our monthly newsletter.

Access to students will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities only. Safeguarding requirements must also be met. The College policy on safeguarding sets out the College's approach to allowing providers into College as visitors to talk to our students.

### ***Premises and Facilities***

Access to appropriate rooms and facilities will be discussed and agreed in advance of the visit. Providers are welcome to hand us relevant brochures and other printed material that specifically relate to technical courses and apprenticeships. These will be made available to students in the College Library and Post 16 Study Centre. The College will also make available audio visual (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.