

Provider access policy statement

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<p><i>This policy is regularly monitored by the Principal and Senior Leadership Team to ensure that it is working as effectively as possible.</i></p>	
<p>Monitoring, Evaluation & Review</p> <p><i>The Principal Senior Leadership Team alongside the careers lead will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the UTC community.</i></p>	

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1. Aims

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

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

The Greater Peterborough UTC is required to ensure that there is an opportunity for a range of education and training providers to access students in years 10 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships available to them.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how the Greater Peterborough UTC complies with these requirements.

3. Student entitlement

All students in years 10 to 13 at the Greater Peterborough UTC are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact the GPUTC in the first instance. This can be via the website email info@gputc.com or directly to the contacts below;

Name: Mr Steven Coleby, Director of Operations.

Telephone: 01733 715950

Email: s.coleby@gputc.com

Name: Ms Katie Chapman, Careers Lead

Telephone: 01733 715950

Email: k.chapman@gputc.com

Details of the Organisation, representatives, special requirements (access, facility, supportive equipment) and attendees should be offered. See item 4.4 for further details and requirements

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers with an opportunity to come into the UTC to speak to students and/or their parents/carers. The following table outlines examples of the opportunities the GPUTC will provide for training and education providers to speak to students and/or their parents/carers. This will be integrated into a wider careers programme or strategy. Dependent on the need or opportunity, events may be arranged outside of the planned programme to meet these needs.

	Autumn term	Spring term	Summer term
Year 10	Life Skills – work experience preparation sessions Work experience preparation	Post 16 options career fair & Parents/careers information evening Work Experience Careers lunchtime drop-in sessions Meetings with careers professional	Careers lunchtime drop-in sessions Meetings with careers professional
Year 11	CV Skills Workshop Meetings with careers professional	Post 16 impartial careers interview Post 16 options career fair & Parents/careers information evening Post 16 application Careers lunchtime drop-in sessions Meetings with careers professional	Careers lunchtime drop-in sessions Confirmation of Post 16 destinations for all pupils Meetings with careers professional Interview skills workshop
Year 12	Life Skills – work experience preparation sessions Meetings with careers professional Workshops – HE and higher apprenticeship applications	Post 18 options career fair & Parents/careers information evening Work Experience Meetings with careers professional Careers lunchtime drop-in sessions	Careers lunchtime drop-in sessions Meetings with careers professional University trip to explore a wider range of post 18 opportunities Introduction to University application
Year 13	Meetings with careers professional Post 18 application support Careers morning focusing on skills and information needed for post 18 applications	Careers lunchtime drop-in sessions Meetings with careers professional	Careers lunchtime drop-in sessions Confirmation of post 18 education destinations for all pupils Meetings with careers professional

Please speak to our Careers Lead to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access to the learners at GPUTC will be granted providing that the aforementioned details are provided and time allowed is sufficient in order to process applications and event details.

Access to students may not be granted if;

- The Organisation contacting the GPUTC does not provide the mandatory information required of its attendees
- The event(s) which have been applied for have already reached a maximum capacity for the location

The GPUTC maintains the right to refuse access to learners at any point throughout an application. This shall be provided in writing by a member of the Senior Leadership Team or the Careers Lead.

4.4 Safeguarding

Our safeguarding and child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

The GPUTC are available to provide a number of rooms and locations, varying in size dependent on the size of the event and the number of persons present. The facilities provided are;

- Event Space for larger events (up to xx people)
- Key Stage 5 Area (Up to xx people)

Specialist equipment which can be made available are;

- Audio and Visual Projection
- IT and computers

Any use of GPUTC facilities and equipment required must be requested upon initial contact as described in para 4.1.

Providers are free to leave prospectuses or media from their respective Organisation, but in a quantity that respects the number of learners at the GPUTC

5. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Fire Safety policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by the Careers lead.

This policy will be reviewed by the Principal annually. At every review, the policy will be approved by the Board of Governors