

High Tunstall College of Science



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Provider Access Policy

Revised	-	October 2021
Stakeholder Consulted	-	Assessment and Curriculum Committee
Review Date	-	October 2022
Responsibility for Review	-	Teacher in charge of CEIAG

High Tunstall College of Science Provider Access Policy

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

Students in years 8-11 are entitled:

- 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Janet Dixon, Teacher in Charge of CEIAG, email: jdixon@hightunstall.hartlepool.sch.uk.

Telephone: 01429 261446

Local providers of post 16 education, training or apprenticeships, can bring along prospectus and information about courses that are available free of charge for students to enrol post 16 will be welcome to discuss their offers with the Teacher in charge of CEIAG.

Successful providers will be invited to attend parents' evenings, careers fairs, careers events and time to present to Y11 students in an assembly setting at a time and date that fits in with the college day.

Opportunities for access

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

	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical Colleges	Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities
Year 9	Event for University Technical Colleges 'Speed Networking' event with providers and employers	KS4 options event Entering the workforce careers evening	Y9 work with ESH building my skills throughout all of Y9
Year 10	Life Skills – work experience preparation sessions Career speakers invited in all year	Parents evenings Entering the work force careers evening	Life skills – assembly and tutor group opportunities
Year 11	Life Skills – assembly on opportunities at 16	Post 16 evening Post 16 taster sessions Entering the work force careers evening.	

Please contact Mrs Dixon, Teacher in Charge of CEIAG, to identify the most suitable opportunity for you.

What are the rules for granting and refusing access requests?

We will grant access requests that meet the following criteria:

- Where the visitor has brought with them an ID badge/photo identification (to be scanned)
- Where their identification presents evidence of Safer Recruitment/DBS checks
- Where the visitor has signed in at reception appropriately and is escorted at all points by a member of HTCS staff

We will refuse any access request that:

- If any of the details above relating to relevant paperwork/checks have expired
- If any of the details above relating to relevant paperwork/checks are not presented
- If signing in or accompanying procedures are breached

Further information can be found in the college's Child Protection and Safeguarding Policy on our approach to allowing providers into college to speak to our students: <https://htcs.org.uk/key-policies/>.

Premises and Facilities

The college will make the Theatre, 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 Teacher in Charge of CEIAG or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Independent Learning Hub. The Independent Learning Hub is available to all students at lunch and break times.