

High Tunstall College of Science



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Provider Access Policy

Revised	-	October 2025
Stakeholder Consulted	-	Assessment and Curriculum Committee
Review Date	-	October 2026
Responsibility for Review	-	Teacher in charge of CEIAG

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Statement of intent

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.

1. **[Updated]** Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education Act 1997 Section 42A, 42B, 45 and 45A
- Education and Skills Act 2008 Section 72
- School Information (England) Regulations 2008 Schedule 4 (15)
- Education (Careers Guidance in Schools) Act 2022
- Data Protection Act 2018
- **[Updated]** DfE 'Careers guidance and access for education and training providers' (2025)
- The UK General Data Protection Regulation (UK GDPR).

The policy operates in conjunction with the following college policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy.

2. Student entitlement

Students in years 8-11 are entitled:

- To learn 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, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.
- All students in Years 8 to 11 will receive at least six (6) encounters with accredited providers of technical education and apprenticeships. These encounters will be divided accordingly:
- During the first key phase KS 3 (Year 8 to Year 9) all students must attend two mandatory sessions by accredited providers, plus optional sessions
- During the second key phase KS 4 (Year 10 and 11) all students must attend two mandatory sessions by accredited providers, plus optional sessions
- Please note that it is mandatory for the school to put these specific sessions on; however, attendance is optional for students.

3. Responsibilities

3.1. The Teacher in Charge of CEIAG is responsible for:

- Managing the CEIAG process and supervising associated team members
- Schedule the six (6) provider encounters for students with curriculum, administration and teaching staff to ensure each student optimises their opportunities
- Organising career events and liaising with college staff to provide support and facilities for the event/s
- Communicating with potential providers to organise administrative input, background checks and plan college access for provider access
- Coordinates with college staff to release students to attend provider encounters, careers evenings, employer open days, work placements and other events.

4. Management of provider access requests

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

5. **[Updated]** 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.

These sessions will be scheduled during the school's main opening hours.

The school offers the six (6) provider encounters that are legally required – these are marked with bold text below – and a number of additional events.

Year	Autumn Term	Spring Term	Summer Term
Year 8	Employer visit – relating to the PSHCE curriculum – money.	Life skills – assembly and tutor group opportunities.	Life skills – assembly and tutor group opportunities.
Year 9	Employer visit – relating to the PSHCE curriculum – money.	KS4 options event. Options evening with Careers present.	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 evening with WEX influence	T levels Apprenticeship presentation	Life skills – assembly and tutor group opportunities. Work experience placement.

Year	Autumn Term	Spring Term	Summer Term
Year 11	Life Skills – assembly on opportunities at 16	Post 16 evening. Post 16 taster sessions. Entering the work force careers evening.	

During these sessions, at a minimum, providers will be given enough time to:

- Share information about the provider and the approved technical qualifications and apprenticeships they offer.
- Explain what career routes these qualifications and apprenticeships could lead to.
- Provide insights into what it might be like to learn or train with that provider.
- Answer students' questions.

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

6. 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
- Requests from Ofsted registered 11-19 providers
- That offer creative and exciting opportunities for students linked to potential routes for enterprise, FE, Training & Employment
- The provider can offer appropriate pathways for the students, both academically and personal development.

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
- The college believes is not in the best interests of the students
- This list is not exhaustive, and each access request will be considered on a case-by-case basis.

7. 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 at 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.

8. How are complaints regarding provider access managed?

If you have a complaint relating to the school's provider access arrangements, you can raise it in line with the College's Complaints Procedures Policy.

9. [Updated] Monitoring and review

This policy will be reviewed on an annual basis, next review is October 2026.