

## **CEAIG Policy Statement on Provider Access**

### ***St Catherine's College - Provider Access Policy***

#### **Introduction**

This policy statement sets out the College's arrangements for managing the access of providers to students at St Catherine's College for the purpose of giving them information about the provider's education or training offer. This complies with the College's legal obligations under the Skills and Post-16 Act 2022 on 1 January 2023

#### **Student entitlement**

All Students in years 7-13 are entitled:

- St Catherine's College is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.
- 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 events, worships 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**

##### **Requests for access**

Requests for access should be directed to Gisèle O'Connor, Careers Leader. St Catherine's College may be contacted by telephone or email, [goconnor@stcatherines.college](mailto:goconnor@stcatherines.college), Tel 01323 465448

##### **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that St Catherine's College is arranging. Students

may also travel to visit another provider as part of the trip to be organised in partnership with St Catherine's College.

### **Details of premises or facilities to be provided to a person who is given access**

St Catherine's College will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

### **Live/Virtual encounters**

St Catherine's College will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

A provider wishing to request access should contact: -

***Gisèle O'Connor – Careers Leader***

**Telephone: 01323 465448**

**Email: - [goconnor@stcatherines.college](mailto:goconnor@stcatherines.college)**

### **Opportunities for access**

Several events, integrated into the College Careers Programme, will offer providers an opportunity to come into the College to speak with students and/or their parents/carers:

### **Premises and facilities**

The College will make the main hall, 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre. The Resource Centre is available to all students at lunch time and after school.

### **Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

**Students** are encouraged to speak to the Careers Lead for help identifying suitable opportunities.



## **Management**

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

## **Approval and review**

This policy is reviewed every two years and monitored by the Line Manager for Careers.

Approved by: Governors at Curriculum and Standards Committee

Next review: January 2025



**ST CATHERINE'S**  
**COLLEGE**

A CHURCH OF ENGLAND ACADEMY

|         | <b>Autumn Term</b>   | <b>Spring Term</b>   | <b>Summer Term</b>  |
|---------|--|--|---|
| Year 7  | Events for University  | <ul style="list-style-type: none"> <li>National Careers Week</li> <li>Introduction to the Skills Builder</li> </ul>  | <ul style="list-style-type: none"> <li>What is my line?</li> </ul>  |
| Year 8  | Events for university  | <ul style="list-style-type: none"> <li>National Careers Week</li> </ul>  | <ul style="list-style-type: none"> <li>What is my line?</li> </ul>  |
| Year 9  | Event for University /Technical College  | <ul style="list-style-type: none"> <li>Employability workshops</li> <li>Options and Careers - Lifeskills Module (Full Year group)</li> <li>National Careers Week</li> <li>Introduction to the Skills Builder</li> </ul>  | <ul style="list-style-type: none"> <li>One to one support with alternative provisions</li> </ul>  |
| Year 10 |  | <ul style="list-style-type: none"> <li>Big Futures Show Event</li> <li>Careers &amp; Work Experience preparation Lifeskills - Module</li> <li>Careers Day Event/ Careers Fair</li> <li>National Careers Week</li> <li>SEND/PP students are invited to attend a workshop</li> <li>Careers Guidance interviews and 1:1 support is offered to all students</li> <li>Introduction to the Skills Builder</li> </ul> | <ul style="list-style-type: none"> <li>Post 16 taster visits to local colleges</li> <li>1 week of Work Experience – Full year group</li> <li>Careers guidance interviews and including 1:1 support is offered to all students</li> <li>SEND/PP students are invited to attend regular guidance workshops</li> </ul> |
| Year 11 | <ul style="list-style-type: none"> <li>Worships on opportunities</li> <li>Life beyond St Catherine's College evening event inviting parents as well as training providers and employers</li> <li>One to one support for PP/SEND students</li> <li>Local colleges and other training providers' worships</li> <li>Events for university/technical colleges</li> </ul> | <ul style="list-style-type: none"> <li>National Careers Week</li> <li>Worship and tutor group talks on alternative colleges and apprenticeships</li> <li>National Careers Service/ Youth Employability Service Worship</li> <li>One to one support for PP/SEND students</li> <li>SCTP/ASK Program workshop</li> <li>Careers Guidance interviews and 1:1 support is offered to all students</li> </ul>          | <ul style="list-style-type: none"> <li>Post-16 taster sessions</li> <li>Transition work</li> <li>Youth Employability support</li> </ul>   |