



Policy statement on provider access

The City of Leicester College: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 7-13 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: Kayshia Davey (Careers Co-Ordinator)

Telephone: 0116 2413984 Email: kpotter@cityleicester.leicester.sch.uk

Opportunities for access

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

	AUTUMN TERM	SPRING TERM NATIONAL CAREERS WEEK - ALL YEARS	SUMMER TERM	
Year 7			PSHE Curriculum	
Year 8		PSHE Curriculum		
Year 9		PSHE Curriculum – options/Unifrog Year 9 Careers fair Options evening Options interview	Introduction to LEBC and Work Experience PSHE Curriculum Connexions Q&A Sessions	
Year 10	Virtual – World Skills UK live STEAM Assembly	PSHE Curriculum – Unifrog Work Experience – LEBC	Leicester College Discovery Day for identified students Post 16 Experience Days Start of the 1:1 Careers Appointments	
Year 11	PSHE Curriculum – Post 16 applications 1:1 Careers appointment Post 16 open evenings Assembly on opportunities at Post 16 Post 16 applications	Introduction to Unifrog Sixth form interviews	Post-16 enrolment event NCS Summer programme	
Year 12	Introduction to Unifrog	Social Science Careers day	Work Experience – LEBC Support with UCAS/Apprenticeship applications	
Year 13	UCAS and higher apprenticeship applications Apprenticeship Talk Unifrog	Apprenticeship Talk Social Science Careers day		

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

The school policy on safeguarding [\[link\]](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school 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, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Signed:  Head Teacher

Date: 12/01/2022

Statement to be reviewed annually