



Castle Donington College

Provider Access Policy Statement

Date agreed by the Local Governing Body: September 2024

Date for review: July 2026

Castle Donington College follows Guidance and Advice given by the Local Authority and Government when writing policies; in light of this, changes may need to be made after the adoption of this policy and prior to the review date. Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Safeguarding

At Castle Donington College, we are committed to safeguarding and promoting the welfare of all pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable. Safeguarding the interests of each child is everyone's responsibility and, within the context of the college, promoting the welfare and life opportunities for pupils encompasses attendance, behaviour management, health and safety, access to a broad curriculum offer and access to high quality advice and guidance in relation to further study and careers.

1. Aims

This policy statement aims to set out the college'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. Legislation and guidance

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 4 encounters with technical education or training providers to all pupils in years 8 to 11 (see more detail in section 2.1 below).

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

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how the college complies with these requirements.

2.1 The encounters schools must offer to all pupils in years 8 to 11:

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1st September and 28th February during year 9
 - 2 encounters for pupils during the 'second key phase' (year 10 or 11) All pupils must attend
 - Encounters can take place any time during year 10, and between 1st September and 28th February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- information about the provider and the approved qualifications or apprenticeships they offer
- information about what careers those qualifications and apprenticeships can lead to
- what learning or training with the provider is like
- answers to any questions from pupils

Details of the planned opportunities for these encounters are set out in section 4. The school will be clear with providers on the aims and objectives of any visit and take all reasonable steps to ensure that each visit fulfils the obligations set out above.

2.2 Meaningful provider encounters

The college is committed to providing meaningful encounters to all pupils. One encounter is defined as one meeting/session between pupils and one provider. Meaningful live online engagement is also an option at the college.

3. Pupil entitlement

All pupils in years 8 to 11 at Castle Donington College 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, e.g. through activities and events such as options events, assemblies and taster events
- 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 careers leader via 01332 810528 or postroom@cdcollege.uk.

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers.

	Autumn Term	Spring Term	Summer Term
Year 8	Careers Fair	Assemblies	Assemblies
Year 9	Careers Fair	Key stage 4 options event Assemblies	Assemblies
Year 10	Careers Fair	Apprenticeship talks during apprenticeship week Assemblies	Work experience preparation Work experience Assemblies
Year 11	Careers Fair	Assemblies	Assemblies

4.3 Granting and refusing access

We will endeavour to work with providers to find suitable availability. However, there will be events in the college year, such as mock examinations, where timing of access will not be appropriate.

4.4 Safeguarding

Our safeguarding and child protection policy outlines the college'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 college will provide an appropriate venue to suit the nature of the activity and number of pupils. This will include, as necessary, facilities for displaying presentations. Details of suitable facilities should be agreed with the careers leader in advance.

Providers may leave prospectuses or other material for students to read if deemed appropriate by the careers leader.

5. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after leaving the college.

- Allestree Woodlands
- Ashby
- Burton and South Derbyshire College
- Buxton & Leek College
- Confetti
- Derby College
- Derby Roundhouse
- Draper Norton
- Harrogate Foundation College
- Iveshead
- Joseph Wright
- Loughborough College
- Motus Group Derby
- MWS
- Newton College
- Nottingham College
- RAF
- Reaseheath College
- Rolls Royce
- SMB
- Leicester College
- Trent College

6. Complaints

Any complaints related to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk.

7. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by the SLT careers lead.

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, every two years. At every review, the policy will be approved by the Governing Body.

8. Links with other policies

This policy links to the following policies:

- Careers policy
- Safeguarding and child protection policy
- SEND policy
- Complaints policy