



Provider Access Policy

Version 2

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1. Introduction

1.1 This policy statement sets out the Trust's arrangements for managing the access of providers to pupils/students at each of its schools and colleges for the purposes of giving them information about the provider's education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.

2. Pupil/Student Entitlement

2.1 All pupils and students 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 careers events, career fairs, assemblies, parents' evenings, etc.
- To understand how to make applications for the full range of academic and technical courses.

3. Management of Provider Access Requests

3.1 newcollege Pontefract

New College Pontefract:

A provider wishing to request access should contact:

Manager of Resources and Careers, Trust Careers & Progression, and Trust Data Protection (Careers Leader): Jeff Finnigan

Telephone number: 01977 802 790

Email: jeff.finnigan@nclt.ac.uk

Careers Lead and Progress Tutor at New College Pontefract and Excellence Academy

Trust Co-ordinator: Helen Lonsdale

Telephone number: 01977 802 720

Email: helen.lonsdale@nclt.ac.uk

3.2 newcollege Doncaster

New College Doncaster:

A provider wishing to request access should contact:

Assistant Principal (Careers Leader): Daniel Wood

Telephone number: 01302 976 777 ext. 428

Email: dan.wood@nclt.ac.uk

3.3 newcollege Bradford

New College Bradford:

A provider wishing to request access should contact:

Assistant Principal (Careers Leader): Jim Robinson

Telephone number: 01274 089 189 ext.154

Email: jim.robinson@nclt.ac.uk

3.4 **Wingfield Academy** Part of the newcollaborative Learning Trust

Wingfield Academy:

A provider wishing to request access should contact:

Careers leader: Vanessa Gregory

Telephone number: 01709 513 002

Email: VGR@nclt.ac.uk

Careers advisor: Joanne Sorby

Telephone number: 01709 513 002

Email: jso@nclt.ac.uk

4. Opportunities for Access

- 4.1 School and college calendars can vary from year-to-year, please speak to our named Careers Leader to identify the most suitable opportunity for you. A range of events throughout the academic year will offer providers with an opportunity to come into school or college to speak to pupils/students and/or their parents/carers. Examples of opportunities available can be found on the Careers Programme for each school or college:

New College Pontefract <https://ncpontefract.ac.uk/careers-programme/>

New College Doncaster <https://ncdoncaster.ac.uk/careers-programme/>

New College Bradford <https://ncbradford.ac.uk/careers-programme/>

Wingfield Academy <https://wingfieldacademy.org/index.php/students/careers/>

- 4.2 Access to pupils/students will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities. Our safeguarding policies outline the Trust's procedures for checking the identity and suitability of visitors. Education and training providers are expected to adhere to these policies.

4.3 The Trust has an *External Speakers Policy* that sets out our approach to allowing providers into our colleges as visitors to talk to our pupils/students. Contact our named Careers Leader for policy details.

5. Premises and Facilities

5.1 Our schools and colleges will make learning spaces, classrooms, private meeting rooms or open space venues available for events involving the provider and pupils/students, as appropriate to the activity. The school or college will also make available AV and other specialist equipment to support provider presentations where appropriate. This will be discussed and agreed in advance of the visit.

5.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature in our Learning Resource Centres. Learning Resource Centres are available to all students throughout the college or school day.

6. Links to other policies

6.1

- Careers Education, Information, Advice and Guidance Policies
- Safeguarding Policy
- External Speakers Policy

Policy Status

Policy Lead (Title)	Manager of Resources and Careers, Trust Careers & Progression, and Trust Data Protection	Review Period	Every 3 years
Reviewed By	Trust Executive Team	Equality Impact Assessment Completed (Y/N)	Y

POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	How Communicated
1				
2	08/02/2021	Full document	Wingfield added and document formatted	Staff notified on HR Monthly update