

# Provider Access Policy

Version 4

**This policy applies to all secondary and post-16 NCLT institutions.**

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## 1. Introduction

- 1.1 This policy statement sets out the Trust's arrangements for managing the access of providers to 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. Student Entitlement

- 2.1 All 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.

- 2.2 At Wingfield Academy, the Trust will offer at least two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9, and two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.

- 2.3 At the NCLT Colleges, the Trust will offer two encounters for students during the 'third key phase' (year 12 or 13) that are optional for students to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

## 3. Management of Provider Access Requests

- 3.1  newcollege  
Pontefract

### **New College Pontefract:**

A provider wishing to request access should contact:

Assistant Principal: Student Personal Development: Sarah Barber

Telephone number: 01977 802 747

Email: [sarah.barber@nclt.ac.uk](mailto:sarah.barber@nclt.ac.uk)

Progression Lead: Helen Lonsdale

Telephone number: 01977 802 720

Email: [helen.lonsdale@nclt.ac.uk](mailto: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

Email: [daniel.wood@nclt.ac.uk](mailto:daniel.wood@nclt.ac.uk)

Progression Lead: Chris Whittaker

Telephone number: 01302 976 777

Email: [chris.whittaker@nclt.ac.uk](mailto:chris.whittaker@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

Email: [jim.robinson@nclt.ac.uk](mailto:jim.robinson@nclt.ac.uk)

Progression Lead: Imran Sabir

Telephone number: 01274 089 189

Email: [imran.sabir@nclt.ac.uk](mailto:imran.sabir@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](mailto:VGR@nclt.ac.uk)

Careers advisor: Joanne Sorby

Telephone number: 01709 513 002

Email: [iso@nclt.ac.uk](mailto:iso@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 an opportunity to come into school or college to speak to students and/or their parents/carers. Examples of opportunities available can be found on the Careers pages on the websites for each school or college:

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

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

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

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

4.2 Access to 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 a *Visiting Speakers, Organisations and Events Policy* that sets out our approach to allowing providers into our colleges/school as visitors to talk to our students.

## **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 students, as appropriate to the activity. The school or college will also make available AV (audio-visual) 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
- Visiting Speakers, Organisations and Events Policy

### Policy Status

<b>Policy Lead (Title)</b>	Trust Director for Curriculum and Education	<b>Review Period</b>	Every 3 years
<b>Reviewed By</b>	Trust Executive Team/Board of Directors	<b>Equality Impact Assessment Completed (Y/N)</b>	Y

### POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	How Communicated
Version 1				
Version 2	08/02/2021	Full document	Wingfield added and document formatted	Staff notified on HR Monthly update
Version 3 (Updated by Helen Jackson)	TET 20/09/2022 BoD 20/10/2022		Changed contact details of Careers Lead. Other minor formatting and text amendments throughout. Updated front cover to be applicable to WFA, not just NCLT Colleges.	Uploaded onto NCLT website and intranet.
Version 4 (Updated by Jim Robinson)	C Suite 05/02/2024 BoD 09/02/2024		Addition of 2.2 and 2.3	Uploaded onto NCLT website and intranet.