



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 8-13 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to

- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.
- Encounters will take place throughout the school year.
- For Yrs 9, 11, 13, student encounters will be completed by 28th February.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Destinations of our pupils

Last year our Year 11 pupils moved to range of providers in the local area after school including:

- Work related learning 2.3%
- School Sixth Form: 37%
- Sixth Form College: 35%
- FE: 22%

Last year our year 13 pupils moved to range of providers in the local area after school including:

- DeMontfort University:
- Leicester University
- Loughborough University

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Kayshia Davey (Careers Officer) Telephone: 0116 2413984 Email: kpotter@tcolc.aspirelp.uk

Chris Dakin (Careers Leader) Email: cdakin@tcolc.aspirelp.uk

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

	AUTUMN TERM	SPRING TERM NATIONAL CAREERS WEEK - ALL YEARS	SUMMER TERM
Year 7	Unifrog welcome Careers week 1 - Alumni Assembly	National Careers week - 'Speedy Speakers' Assembly	PSHE Curriculum Careers week 3 - Higher Education Assembly (Loughborough University)
Year 8	Careers week 1 - Local Employer Assembly	National Careers week - Labour Market Information (LMI) Assembly PSHE Curriculum	Careers week 3 - 'Speedy Speakers' Assembly
Year 9	Careers week 1 - 'Speedy Speakers' Assembly	National Careers week - Exploring GCSE options Assembly (Loughborough University) PSHE Curriculum – options/Unifrog Options evening Options interview	Careers week 3 - Local Employer Assembly Introduction to LEBC and Work Experience PSHE Curriculum
Year 10	National Careers Leavers Festival (for identified students) Careers week 1 - T Level Assembly (Leicester College)	National Careers week - Local Employer Assembly PSHE Curriculum – Unifrog Work Experience – LEBC	Careers week 3 - 'Speedy Speakers' Assembly Post 16 Experience Days Start of 1:1 Careers Appointments
Year 11	PSHE Curriculum – Post 16 applications 1:1 Careers appointment Post 16 Careers Fair Sixth Form Open Evening Careers week 1 - Exploring Post 16 options Assembly (Loughborough University)	National Careers week - Apprenticeship Assembly Sixth form interviews Mock interviews - Leicestershire Cares	Post-16 enrolment event NCS Summer programme

	AUTUMN TERM	SPRING TERM NATIONAL CAREERS WEEK - ALL YEARS	SUMMER TERM
	Post 16 applications		
Year 12	Introduction to Unifrog	Work Experience - LEBC National Careers week - employer encounters	Support with UCAS and Apprenticeship applications

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

The school policy on safeguarding

<https://www.cityleicester.co.uk/assets/Policies/Safeguarding-and-child-protection-policy-2024-25.pdf>

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: *Mr. K Vernon* (Head Teacher)

Date: 09.09.2025

Statement to be reviewed annually in September