



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.

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			PiXL Edge - Careers 'Speedy Speakers' Assembly - Leicestershire Cares	
Year 8	#GetFutureSmart Conference for identified students	PiXL Edge - Careers PSHE Curriculum Careers Fair Options Evening Options Interview	'Speedy Speakers' Assembly - Leicestershire Cares	
Year 9	Apprenticeships Assembly	'Speedy Speakers' Assembly - Leicestershire Cares Girls into STEAM Assembly	'Speedy Speakers' Assembly - Leicestershire Cares Introduction to LEBC and Work Experience PSHE Curriculum Connexions Q&A Sessions	
Year 10	Skills Show at the NEC for identified students 'Speedy Speakers' Assembly - Leicestershire Cares	DWP Mentoring Programme for identified students Social Media in Careers Assembly 21 st Century Careers Assembly Girls into STEAM Assembly	Apprenticeships Assembly Work Experience CV Workshops Leicester College Discovery Day for identified students Post-16 Experience Days Careers Appointment 1:1	
Year 11	Assembly on opportunities at 16 PSHE Curriculum Careers Appointment 1:1 Post 16 Open Evening Post 16 Applications Open days of local providers signposted Connexions Advisor to support identified students with PS16	Post-16 Interviews Mock interviews held by external businesses	Post-16 enrolment event	
Year 12	Inspired to Care Careers Event for identified Students Careers Enrichment sessions Assemblies Apprenticeship Talk Sixth form drop in session Mon/Wed/Fri	Careers Workshops/Presentations Sixth form drop in session Mon/Wed/Fri	Work Experience Support with UCAS/Apprenticeship applications Sixth form drop in session Mon/Wed/Fri	

	AUTUMN TERM	SPRING TERM NATIONAL CAREERS WEEK - ALL YEARS	SUMMER TERM	
Year 13	Inspired to Care Careers Event for identified Students UCAS and higher apprenticeship applications Apprenticeship Talk Sixth form drop in session Mon/Wed/Fri	Apprenticeship Talk Sixth form drop in session Mon/Wed/Fri	Sixth form drop in session Mon/Wed/Fri	

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: 25/03/2021

Statement to be reviewed annually