MORLEY COLLEGE LONDON

Provider Access Policy

POLICY OWNER:	Head of Student Services
FINAL APPROVAL BY:	Policy Committee
Policy Category:	Student
Approved by Policy Committee:	29 June 2023
Approved by Governing Body:	N/A
Review Date:	June 2027

1. Introduction, Purpose and Scope of Policy:

1.1 Morley College London is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The college recognises its' responsibility to set students on the path that will secure the best outcomes to enable them to progress in education and work and give employers the highly skilled people they need.

1.2 This policy details the College's commitment to students, and it's arrangements for managing the access of providers to the College for the purpose of giving them information about the provider's education or training offer. The College endeavours to ensure that all students are aware of all routes to higher skills, and are able to access information on technical options and apprenticeships.

2. Equality and Diversity Analysis Screening:

2.1 In accordance with the College's Equality and Diversity Policy, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations.

2.2 An equality analysis will be completed if there is a risk the policy may affect different groups protected from discrimination. Consultation will be carried out with staff. If an equality analysis is required, the Chairs of the Equality, Diversity and Inclusion Steering Group will advise on completion and the analysis is to be included as an appendix to the policy.

3. Applicability:

3.1 This policy and procedure are applicable to all Morley College London students aged 16-18.

4. Definitions:

4.1 N/A

5. Statutory and regulatory requirements:

5.1 This policy complies with the College's legal obligations under **Section 42B of the Education Act 1997.**

6. Policy Objectives:

6.1 This policy aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships;
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options;
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

7. Policy Statement

7.1 High quality careers education and guidance is critical to young people's future, helping prepare them for the workplace by providing a clear understanding of the world of work, including route to jobs and careers they might find engaging and rewarding.

7.2 As the number of apprenticeship rise per year, it is important that all young people have a full understanding of the options available to them post-16 and post-18, including wider technical education options such as T-Levels and Higher Technical Qualifications.

7.3 This policy and procedure does not relate to work experience, placements and observations undertaken as part of course requirements.

8. Implementation of Policy:

8.1 *Student Entitlement*

All students aged 16 – 18 are entitled:

- To find out about 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 & where appropriate national providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.
- For students particularly those that have not yet decided on their next steps, there are two provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main college 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.

8.2 *Meaningful Provider encounters*

One encounter is defined as one meeting/session between students and one provider.

The College is committed to providing meaningful encounters to all students using the Making it meaningful guidelines, produced by the Careers and Enterprise Company.

8.3 *Live or Virtual Encounters*

Meaningful online engagement is an option and we are open to providers that are able to provide live online engagement with our students. The College will consider live online encounters with providers where requested, and these may be broadcast into

classrooms or hall spaces. Technology checks in advance will be required to ensure compatibility of systems.

Providers are welcome to leave a copy of their prospectus or other relevant literature with the centre librarian or alternatively to post any relevant information to any of our centres and addressed to the Careers & IAG Officer

8.4 *Parents and Carers*

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

8.5 Opportunities for Access

The college offers the two optional 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.

The Careers & IAG Coordinator or Careers Leader will be able to identify the most suitable opportunity for students.

Autumn Term	Spring Term	Summer Term
Work Experience Preparation Sessions	National Apprenticeship Week	Careers Development Appointments
Higher Education Fair	National Careers Week	Employability Skills sessions
Creative Careers Week	Foundation Options Fair	Transitions Progression Event

8.6 *Management of Provider Access requests*

8.6.1 Responsibility

The Head of Student Services, in capacity as Careers Leader, is responsible for the implementation of this policy including provisions.

All provider requests for access should be directed to the Careers & IAG Coordinator Officer by emailing advice@morleycollege.ac.uk or calling **020 7450 1889**.

8.6.2 Grounds for granting requests for access

Access will be given for providers to attend during assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that Morley College London arrange. Students may also travel to visit another provider as part of the trip to be organised in partnership with the College.

8.6.3 Details of premises or facilities to be provided to a person who is given access

Morley College London will provide an appropriate classroom or larger space, to be agreed and appropriate to the activity. The College facilities include halls, gallery spaces, classrooms or private meeting rooms available for discussions between the provider and students. The College 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 and/or Careers & IAG Coordinator.

All rooms have digital display capabilities. Additional computer rooms can also be arranged. The Careers Leader and/or Careers & IAG Coordinator will organise this, working closely with the provider to ensure the facilities are appropriate to the audience.

Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

8.7 *Complaints*

Any complaints about this policy should be raised following the College's Complaint Policy. Complaints can be submitted via the Formal Student Complaint Form on the College website.

Alternatively, complaints with regards to provider access can be raised directly with The Careers and Enterprise Company, via provideraccess@careersandenterprise.co.uk.

9. Communication and Training:

9.1 This policy will be available to all staff via the College's intranet. It will be publicly available on the College website.

10. Monitoring and Reporting:

10.1 The Head of Student Services is responsible for this policy, reviewing every four years or sooner if there is a notable change to relevant legislation or implementation procedures.

11. Related References, Policies, Procedures, Forms and other Appendices:

- Safeguarding and Prevent Policy for Young People and Vulnerable Adults
- Equality, Diversity and Inclusion Statement
- Complaints Policy
- Work Experience and Placement Policy