

Policy and Procedure on Provider Access Statement

Cambian Wing College

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1. Monitoring and Review

- 1.1.** This policy will be reviewed annually by the Senior Leadership Team with input from the Employability Co-ordinator and Work Experience Co-ordinator, teaching staff, students, and other stakeholders for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- 1.2.** This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:



Cassandra Pollitt
Principal
November 2024

2. Terminology and Definitions

2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the Children's Home/school/college. Cambian Wing College is a college.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Wing College we have young people attending and/or residing between the ages of 16-25.
Service Head	This is the senior person with overall responsibility for the college. At Cambian Wing College this is the Principal who is Cassandra Pollitt.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Wing College this is Ofsted
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Aims

- 3.1.** This policy statement aims to set out our college's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:
- Procedures in relation to requests for access
 - The grounds for granting and refusing requests for access
 - Details of premises or facilities to be provided to a person who is given access

4. Statutory Requirements

- 4.1.** Colleges are required to ensure that there is an opportunity for a range of education and training providers to access students for the purposes of informing them about approved technical education, qualifications or apprenticeships. Providers of Post 16 education must provide a minimum of 2 encounters with technical education or training providers to all students (see more detail in section 2.1 below).
- 4.2.** Colleges must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#). This policy shows how our college complies with these requirements.
- 4.3. The 2 encounters colleges must offer to all students in Post 16 education**
Colleges must offer:
- 2 encounters for students during the 'third key phase' (Years 12 and 13)
 - Students can choose to attend
 - Encounters can take place any time between 1 September of year 12 and 28 February during year 13 in particular. Cambian Wing College extend this to all students no matter what school year they fall into.

These encounters must happen for a reasonable period of time during the standard college day. Colleges can continue to provide complementary experiences, but encounters outside of college hours won't count towards these requirements.

Colleges must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

Cambian Wing College will ask each provider to consider and prepare this information prior to meeting with students. The SEND needs of the student groups will also be clearly communicated and discussed with providers before any encounters take place. Providers may leave literature or website addresses to inform any follow-up activities.

4.4. Meaningful provider encounters

Cambian Wing College is committed to providing meaningful encounters to all students. These encounters are bespoke to meet the needs of students in different pathways at CWC. Encounters are embedded into an on-going Preparation for Adulthood programme. The advice within Making it Meaningful checklist from the Careers & Enterprise Company is used to support all of our encounters. In short:

- Providers are fully briefed about their role and needs of CWC students.
- CWC staff prepare students prior to each event, supporting students in formulating their own questions for each provider. Students engage with providers directly, using their preferred methods of communication and supported by CWC staff. The outcomes and follow-up activities are recorded for each student as part of their Work Preparation qualification using their PFA Profiles.
- Parents are informed via the newsletter about any career's activity taking place, including open events at local providers.

5. Student entitlement

5.1. All students at Cambian Wing College are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships,
- Understand how to make applications for the full range of academic and technical courses
- All students at CWC hold an ECHP of Special Educational Needs. Their needs and aspirations will be considered when organising provider access. We are committed to providing relevant, meaningful and aspirational encounters for all of our students.

6. Management of provider access requests

6.1. Procedure

Any provider wishing to request access should contact Tracey Costello, Work Experience Co-Ordinator, Telephone: 01202 635630 Email: tracey.costello@cambiagroup.com

6.2. Opportunities for access

A number of yearly events, set out below, are integrated into our careers and transition programme. These are enhanced by numerous visits and encounters arranged by teachers to meet the needs and aspirations of the students in their classes. Providers are welcome to contact us at any time over the year to request access to one of our planned events or to arrange a bespoke visit.

	Internal Events	External Events
Autumn Term	Employability Day: Work Experience through volunteering	Bespoke Trips and Visits to local workplace providers, Universities and providers and further education
Spring Term	Employability Day: Careers Fairs and Applications	Visit to Bournemouth Careers and Apprenticeships Show
	Careers Fair	Bespoke Trips and Visits to local workplace providers, Universities and providers and further education
Summer Term	Employability Day: Theme – Workplace Visits	Visit to Skills and Transitions Show
		Bespoke Trips and Visits to local workplace providers, Universities and providers and further education

Please liaise with Tracey Costello to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

Our annual careers fair is attended by a range of FE colleges, Universities, training providers, social providers and local workplaces. Students are well-prepared for the event and supported by college staff to engage with all or selected providers on a meaningful 1:1 basis. At each event, as students make their way through their college life, students are able to ask

further enquiring questions building on their past experiences and gaining the knowledge to make informed decisions about their future.

6.18. Granting and refusing access

All requests from providers will be welcomed and facilitated where possible. The following will be considered when granting access:

- level of course/provision offered
- relevance and accessibility to CWC students
- locality of provider
- safeguarding
- bespoke opportunities can be planned although the college calendar and timetable must be taken into consideration

6.19. Safeguarding

Our [safeguarding policy](#) is available to view on CWC website. Education and training providers will be expected to adhere to CWC policies.

6.20. Premises and facilities

Appropriate rooms will be allocated. Classroom interactive whiteboards are available for provider's use. Any specialist furniture, equipment and audio/visual devices can be discussed beforehand. Any measures related to public health incidents will be communicated by all parties.

7. Previous providers

7.1. In previous years we have invited the following providers from the local area to speak to our students:

- Bournemouth and Poole College
- Brockenhurst College
- Bournemouth University
- Arts University Bournemouth
- SWRAC
- The Samee Project
- ABR Ecology
- The Marsham Court Hotel
- Heatfast Heating and Plumbing Specialists
- K2 Electrical Services
- Community Action Network
- Diverse Abilities
- Dorset Children's Foundation

8. Student destinations

- 8.1.** Last year, our year students moved to a range of providers in the local and wider area after college. Details of our leaver's destination data can be found in the [Cambian Wing College Prospectus](#) (Page 15-16)

9. Complaints

- 9.1.** Any complaints related to provider access can be raised following the college [complaints procedure](#) (Policy available on CWC website) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

10. Links to other policies

- 10.1.** The following relevant information can be found on the CWC website: Safeguarding Children – Child Protection Policy and Local Safeguarding Procedure, [Careers Policy](#), Complaints Policy and Procedure

11. Monitoring arrangements

- 11.1.** The college's arrangements for managing the access of education and training providers to students are monitored by Cassandra Pollitt, Principal. This policy will be reviewed yearly by Tracey Costello, Work Experience Co-Ordinator. At every review, the policy will be approved by the Principal of the College.