

1.0 Policy Introduction

1.1 This policy statement is based on the template provided by the Careers and Enterprise Company. It sets out Bodmin College's arrangements for managing the access of providers to students at the College for the purpose of giving them information about the provider's education or training offer.

1.2 This statement was updated in January 2023 to include The Department of Education, July 2021: "Baker Clause" and the Provider Access Legislation, January 2023. It complies with the college's legal obligations under Section 42B of the Education Act 1997.

2.0 Rationale

2.1. High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

2.2 As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

3.0 Commitment

3.1 Bodmin College is committed to offering opportunities for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Bodmin College is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. This means acting impartially, in line with statutory duty, and not showing bias towards any route, be that academic or technical.

3.2 Bodmin College endeavours to ensure that all students are aware of all routes to higher skills and can access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

4.0 Aims

4.1 Bodmin College's policy for access to other education and training providers has the following aims:

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

5.0 Student Entitlement

5.1 Bodmin College fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships.

5.2 The college will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. Examples of opportunities aimed at achieving this are provided as an Appendix to this policy.

6.0 Development

6.1 This policy is reviewed annually by the Careers Leader and a member of the Senior Leadership Team responsible for Careers, based on current good practice guidelines provided by the Department for Education and the Careers and Enterprise Company.

7.0 Links with other Policies

7.1 This policy supports and is underpinned by key policies including those for Child Protection, Equality and Diversity, and SEND.

8.0 Equality and Diversity

8.1 Access to a broad range of providers is promoted to enable all students to access information about further education and apprenticeships. Bodmin College is committed to encouraging all students to make decisions about their future based on impartial information.

9.0 Requests for Provider Access

9.1 Requests for provider access should be directed to: Mel Thomas, Careers Leader. Contact details: 01208 72114 or [Contact Us: Bodmin College](#)

10.0 Grounds for Granting Requests for Provider Access

10.1 Bodmin College is committed to providing meaningful encounters to all students. One encounter is defined as one meeting/session between students and one provider.

10.2 Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events arranged by Bodmin College. Students may also travel to visit another provider as part of a trip to be organised in partnership with other schools in Cornwall Education Learning Trust.

10.3 When considering provider applications for access the following will be considered:

- The reputability of the provider.
- The needs and aspirations of the students attending the event.
- The safeguarding duty of the college.

10.4 Bodmin College will 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.

10.5 While Bodmin College reserves the right to grant or deny access, we will always seek to provide the broadest offer possible to students. If denied access, the provider will receive a response, in writing, confirming the decision around why access is deemed unsuitable at this time.

11.0 Safeguarding

11.1 Cornwall Education Learning Trust's policy on safeguarding sets out Bodmin College's approach to allowing providers and visitors into school to talk to our students. Education and training providers will be expected to adhere to this policy.

12.0 Premises and Facilities

12.1 Bodmin College will provide an appropriate room or assembly hall to be agreed. Computers, projectors and screens will be provided on request. The Careers Leader 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 college staff who will facilitate.

13.0 Live/Virtual Encounters

13.1 Bodmin College will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

13.2 Some students may benefit from online encounters if they feel less comfortable with face-to-face encounters.

14.0 Parents and Carers

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

15.0 Management

15.1 The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

16.0 Complaints Procedure

16.1 Bodmin College is part of the Cornwall Education Learning Trust and adheres to follows the Trust's Complaints Policy which can be viewed on the Cornwall Education Learning Trust website at www.celtrust.org

16.2 It is not intended that the complaints procedure replaces the normal discussion on day-to-day problems and concerns which take place in any school within Cornwall Education Learning Trust (The Trust) as they arise. It is only where a complainant remains dissatisfied with the outcome of such discussions that further steps may need to be taken.

16.3 In the first instance, complaints should be raised through [Contact Us: Bodmin College](#).

17.0 Monitoring review and evaluation

17.1 This policy is monitored and evaluated annually by the Executive Headteacher and/or Headteacher.

Appendix: Example Opportunities for Provider Access

Bodmin College will offer:

- Two encounters for students during the 'first key phase' (year 8 or 9). All students will attend. Encounters will take place any time during year 8, and between 1 September and 28 February during year 9.
- Two encounters for students during the 'second key phase' (year 10 or 11). All students will attend. Encounters will take place any time during year 10, and between 1 September and 28 February during year 11.
- Two encounters for students during the 'third key phase' (year 12 or 13). Students may choose to attend. Encounters will take place any time during year 12, and between 1 September and 28 February during year 13.

These encounters must happen for a reasonable period of time during the standard school day.

Example opportunities include:

Years 7-9

- Careers lessons and assemblies. Guests are welcome to deliver guidance talks.
- Tutor time activities. Students are provided with careers lessons in tutor time. Guests are welcome to provide a virtual talk during this time.
- Careers interviews. Students are provided with careers guidance interviews. Guests are welcome to publicise their offer through these interviews.
- Employer encounters. Students visit a range of FE/HE organisations and local employers. Guests are welcome to volunteer for this.
- Events organised for National Apprenticeship Week and National Careers Week.

Please note: Year 9 Summer Term. All encounters to take place by 28 February.

Year 10-13

- Work Experience. Partners are welcome to support us with placements or events on site.
- Careers lessons and assemblies. Guests are welcome to deliver guidance talks.
- Tutor time activities. Students are provided with careers lessons in tutor time. Guests are welcome to provide a virtual talk during this time.
- Small group sessions. Guests are welcome to talk about future education, training and employment options.

- EHCP meetings.
- Careers interviews. Students are provided with careers guidance interviews. Guests are welcome to publicise their offer through these interviews.
- Employer encounters. Students visit a range of FE/HE organisations and local employers. Guests are welcome to volunteer for this.
- Apprenticeship guidance, throughout the year. Delivered by external partners.
- Destinations evenings, Options evenings, FE/HE experience days, open evenings and information events. Partners are welcome to support us with these events.
- Events organised for National Apprenticeship Week and National Careers Week.

Please note: Year 11 and Year 13 Summer Term. All encounters to take place by 28 February.

Should you require further information about this policy, please contact:

CELT Governance Officer
Cornwall Education Learning Trust
Atlantic Centre
Trenance Leisure Park
Newquay
Cornwall
TR7 2LZ
Email: ccarter@gov.celtrust.org