

## St John's Provider Access Policy Statement

### Introduction

This policy statement sets out the college's statutory arrangements for managing the access of providers to learners at the settings for the purposes of giving them high quality careers education and guidance. This helps learners prepare for their lives after college by providing a clear understanding of the opportunities available to them and prepare them for the transition into the wider community. It is important that the information that is shared with our learners is accessible through means that are appropriate to their special educational needs, which shall be decided in consultation with each individual's Educational Health and Care Plan.

This policy refers to the following legislation: (This includes The Department of Education, July 2021: "Baker Clause" and the Provider Access Legislation, January 2023)

- Section 42A, 42B, 45 and 45A of the Education Act 1997
- Section 72 of the Education Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008

Other policies to be referred to include:

- Adult at Risk Safeguarding Policy and Procedure
- Child Protection Safeguarding Policy and Procedure
- Risk Assessment Policy
- School/College Visitors Policy
- SEND Policy
- Teaching, Learning, Assessment and Curriculum Policy
- Employment and Enterprise Strategy
- Equality and Diversity Policy

### Rationale

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 learners to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

### Definitions

A provider in this policy includes any persons suitably qualified or equipped person able to discuss, T Levels, apprenticeships, traineeships, supported internships, technical and vocational qualifications, applied qualifications and higher technical skills courses with autistic learners. Visiting providers should include Further Education Colleges, Studio Schools, University Technical Colleges, Institutes of Technology, and a range of providers of apprenticeships and technical options, including Independent Training Providers (ITPs).

### Commitment

St John's College is committed to ensuring there is an opportunity for a range of education and training providers to access learners, of further education training, technical training, and apprenticeships.

St John's College is fully aware of the responsibility to set learners on the path that will secure the best outcome which will enable them to progress in education and work. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

### Aims

St John's College policy for Access to other education and training providers has the following 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).

This policy aims to set out our college arrangements for managing the access of careers education and training providers to learners for the purpose of giving them information about potential training, career and further education opportunities offered by the providers.

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

### **Learner Entitlement**

The college will comply with the new legal requirement to put on up to six encounters with providers of approved technical education qualifications or apprenticeships relevant to the learner's educational level. St John's undertakes networking activities to develop professional engagement with external parties and arrange relevant visits and speakers to the college.

St John's College Careers Programme Strategy outlines the range of events that learners have access to, for example local career events and job fairs, career workshops and information provided through our internal job centre and our partnership with the Brighton and Hove job centre, partnership working with local FE colleges, educational visits.

### **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. St John's College is committed to encouraging all students to make decisions about their future based on impartial information.

### **Requests for access**

A provider wishing to request access should contact St John's Employability Programme Manager, Kerry Joyce [careers@st-johns.co.uk](mailto:careers@st-johns.co.uk)

There are procedures outlined in our visitors and risk assessment policies allowing visitors to the college.

### **Safeguarding**

Our safeguarding policy outlines the college's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Please speak to the Employability Lead to identify the most suitable opportunity for you.

### **Premises and facilities**

The college will make classrooms or private meeting rooms available for discussions between the provider and learners, as appropriate to the activity. The college will also make available computer equipment and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Employability Programme Manager.

Please see our college Visitors Policy for more information about visiting the sites.

## **Parents and Carers**

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

## **Roles and Responsibilities**

The Employability Programme Manager has strategic oversight and coordinates all provider requests and is accountable to the principal of the college, Karen Grist.

## **SLT**

Members of the College Leadership Team (CLT) are responsible for the day-to-day management of all aspects of the college's work including ensuring the safeguarding, protection, health, and safety of our learners. They share responsibility with the Governing Body for developing and implementing the policy and procedure for educational provider access, events, and activities. They work closely with the class teachers and keep the governing body informed of this area of the college's development through the termly report to governors.

## **Governors**

The Governing Body monitors learner progress and their transitions to ensure each learner is being provided the best opportunities from their setting and to make sure arrangements are in place to allow a range of education and training providers to have access to all learners. The governing body has a statutory duty to ensure that the necessary provision is made for the safeguarding, protection, health, and safety of our learners. The governors oversee the college's provision and report annually on these areas.

## **Complaints Procedure**

Any complaints about this policy should be raised to the Principal of the college, Karen Grist, email: [karen.grist@st-johns.co.uk](mailto:karen.grist@st-johns.co.uk)

Whereby the St John's complaints policy and procedure will be implemented.

## **Monitoring**

This policy shall be reviewed every year and ratified by the College Governing Body for approval.

## **Approved by**

### **College Principal:**

Karen Grist

Date: 23/08/23

### **Chair of Governors:**

Fiona Chalk

Date: 23/08/23