



Provider Access Policy 2020

Manager responsible for policy:

Directors and Trustees

Date of Approval by Directors:

Review Date:

June 2021

Version 1

THE CAREERS &
ENTERPRISE
COMPANY



Forward2Employment: Provider Access Policy

Introduction

Forward2Employment Specialist Post 16 Institution (SPI) is fully committed to ensuring that all learners acquire the skills, knowledge, understanding and attitudes to manage their learning and careers progression. Forward2Employment (F2E) also recognises its duty to secure access to independent careers advice for its learners. Careers Guidance will focus on the specific needs of the individual learner to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each learner to make informed choices about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual learner.

This policy statement sets out the F2E's arrangements for managing the access of providers to interns at the institution for the purpose of giving them information about the provider's education or training offer. This complies with the F2E's legal obligations under Section 42B of the Education Act 1997.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting requests for access
- Details of premises or facilities to be provided to a person who is given access

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Liz Halton, Head of Forward2Employment and Careers Leader (RCDP)

Telephone: 01634 683990

Email: elizabeth.halton@forward2employment.co.uk

Opportunities for access

A number of events, integrated into the curriculum and careers programme at F2E, will offer providers an opportunity to come into the institution to speak to interns and/or their parents/carers that are promoted on our website (www.forward2employment.co.uk) and social media platforms. We would also welcome industry professionals to support with the planning/delivery of our many different employability based curriculums. Please speak to our Careers Leader to identify the most suitable opportunity for you.

The institutions policy on safeguarding sets out the F2E's approach to allowing providers into the institution as visitors to talk to our interns. Education and training providers will be expected to adhere to this policy.

Please also refer to the following policies that can be found on the website for further guidance

- *Careers Guidance Policy*
- *Curriculum Policy*
- *Safeguarding Policy*

Premises and facilities

Once visits have been agreed, F2E will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of interns and the requirements of the provider. We are happy to work with providers to provide any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the institution in order to showcase what they do.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of Liz Halton. The literature will be placed in the careers area so it is available to interns during the course of their working day.

Approved and reviewed as part of the Careers Education Strategy.