



## **Provider Access Policy**

### **Introduction**

This policy statement sets out the 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. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

### **Student entitlement**

All students in years 8-13 are entitled;

- to find out about technical 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 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.

### **Management of provider access requests**

A provider wishing to request access should contact Louise Noon, Student Services Manager, and Telephone: 0151 535 4444; Email: [Louise.noon@hughbaird.ac.uk](mailto:Louise.noon@hughbaird.ac.uk)

### **Opportunities for access**

A number of events, integrated into the college's careers programme, will offer providers an opportunity to come into the college to speak to students and/or their parents/carers. Please speak to our Careers Team to identify the most suitable opportunity for you.

### **Premises and facilities**

The college will make the POD, Sports Hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. 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 Student Services Manager or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Student Services Centre, (POD) which is managed by the Student Services Manager.

### **Approval and review**

Pending Approval (9<sup>th</sup> February 2018] by College Corporation