South Staffordshire College

Lichfield • Cannock • Tamworth • Rodbaston

South Staffordshire College: Provider Access Policy

Introduction

This policy statement sets out the college's arrangements for managing access of providers to learners 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.

Learner entitlement

During their time at college all learners are entitled to several opportunities through the college Careers Programme to enhance their career journey:

- o To the opportunity to explore various options available to them, for example, university/apprenticeship/employment/next level of course - this includes our 14-16 learner cohort
- o To reducing the risk of them becoming NEET (Not in Employment, Education or Training) through an effective referral process between curriculum and the career team, and by working with other providers
- o To understand University entry requirements and how to write an effective UCAS application and personal statement
- o To support to help them to be successful when applying for a place at university, if applicable
- o To support to help them to be successful when applying for their next level course of choice, if applicable
- o To support to help them to be successful when applying for an apprenticeship vacancy via the National Apprenticeship Service (NAS), if applicable
- o To have exposure to a wide range of meaningful encounters with employers and employees to help them make informed decisions on various routes/options available to them
- o To have the opportunity to practice interview techniques for university, apprenticeship and job applications
- o To have opportunities to enhance the personal development of their character via the college tutorial programme to increase their confidence, resilience and knowledge so they can reflect wisely, learn eagerly, behave with integrity and cooperate consistently with others

The college offers differentiated support for learners including those with Special Educational Needs and Disabilities (SEND)
Learners with SEND have access to specialist impartial advice and guidance about education, training and employment opportunities, as well as specialist provision.

Management of provider access requests

Opportunities for access

Several events, integrated into the college careers programme, will offer providers an opportunity to come into the college to speak to learners or their parents/carers as detailed in the table below.

Procedure

A provider wishing to request access should contact **Jo Simms**, Careers Coordinator/Leaders via the following email address careerguidance@southstaffs.ac.uk or call 0300 456 2424.

If you are a school and you would like to work with us on careers related activities or invite us to attend a school careers event, please contact karen.burley@southstaffs.ac.uk

Learner Entitlement:	Careers Programme Activities:
To give learners the opportunities to explore the various options available to them, for example, university/apprenticeship/employment/next level of course	1-1 career referral - Open events - Interviews - Taster Days - A Level/GCSE day guidance - Enrolment - Right Choice Interview - Induction employer encounters - National Apprenticeship Week - National Careers Week - Work experience/work placement - Work experience unit as part of study programme - Progression tutorial - Exit tutorial - College website - MySSC app
To reduce the risk of learners becoming NEET (Not in Employment, Education or Training) through an effective referral process between curriculum and the career team, and by working with other providers	- Curriculum/careers referral process - Working with external providers, for example Entrust - Swap Don't Drop initiative - A Level/GCSE day guidance - Right Choice Interview - Withdrawal calls - January course starts - Step up programmes
To ensure that learners understand University entry requirements and how to write an effective UCAS application and personal statement	- UCAS PowerPoint - UCAS information booklet - Personal Statement writing workshops 1-1 career referral 1-1 tutorials - Student Finance England workshops - MySSC app

To support learners to successfully apply for a place at university, if applicable	□ 1-1 career referral □ Tutorials □ UCAS PowerPoint □ UCAS information booklet □ MySSC app
To support learners to successfully apply for their next level course of choice, if applicable	□ 1-1 career referral □ 1-1 tutorials □ Progression tutorial □ Exit tutorial □ Open events □ College website □ A Level/GCSE day guidance □ MySSC app
To support learners to successfully apply for an apprenticeship vacancy via the National Apprenticeship Service (NAS), if applicable	□ 1-1 career referral □ 1-1 tutorials □ Progression tutorial □ Exit tutorial □ Apprenticeship IAG enquiry □ MySSC app □ A Level/GCSE day guidance □ College website
To ensure that learners have exposure to a wide range of meaningful encounters with employers and employees to help them make informed decisions on various routes/options available to them	□ Induction employer encounters □ Enrichment employer encounters □ Work experience/work placement □ National Careers Week □ National Apprenticeship Week □ Freshers Fairs □ Volunteers Fairs
To ensure learners have the opportunity to practice interview techniques for university, apprenticeship and job applications	□ National Careers Week □ National Apprenticeship Week □ Enrichment employer encounters □ Work experience/work placement
To enhance the personal development of learners' characteristics via the college tutorial programme to increase their confidence, resilience and knowledge so they can reflect wisely, learn eagerly, behave with integrity and cooperate consistently with others	□ Tutorial programme □ Induction programme □ Pastoral support via mentoring/safeguarding service □ Learning support from Progression Coaches and Learning Support Assistants □ 1-1 career referral □ 1-1 tutorial □ Employer encounters

	□ Volunteers Fairs □ Freshers Fairs □ MySSC app □ Enrichment activities □ National Careers Week □ National Apprenticeship Week □ Tasters Days

Premises and Facilities

The College will make 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 Careers Coordinator/Leader or a member of their team.

Review / Amendment

The organisation reserves the right to review this policy at any time if deemed necessary and to amend it accordingly. Any changes will be uploaded to the College's website.

Date: January 2022
Review: September 2022
Person Responsible: Careers Coordinator/Leader