

Provider Access Policy Statement 2017-18

Form Number	Document Name	Location/File path	
PY 40	Provider Access Policy Statement	P:\Policies\Policies 2018-19	
Version No.	Date Issued	Created by	Approved by
1.0	11/10/2018	Joanna Barnett	Mark Pike

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1. Aims

This policy statement aims to set out our arrangements for managing the access of education and training providers to our learners for the purpose of giving them information about their offer.

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

2. Statutory requirements

All schools, colleges and independent training providers are required to ensure that there is an opportunity for a range of education and training providers to access learners (students) in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools, colleges and independent training providers must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these learners (students).

This is outlined in section 42B of the Education Act 1997.

This policy shows how our independent training provision complies with these requirements.

3. Learner entitlement

All learners studying at Develop are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should email Develop's Business Development Manager and Careers/Information Advice and Guidance (IAG) Lead (or in the absence of this staff member, the Senior Administrator for Projects) in the first instance. The request will then be forwarded to the relevant Develop Head of Centre (Bedford, Dunstable, Hitchin or Norwich) who will liaise with you directly to make the necessary arrangements.

Telephone: 01525 408080

Email: barnettj@developebp.co.uk

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4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into a Develop centre to speak to our learners and/or their parents/guardians/carers:

	Autumn term	Spring term	Summer term
KS4 Provision	Personal and Social Development session opportunities.	Personal and Social Development session opportunities.	Personal and Social Development session opportunities covering next steps - apprenticeships/further learning and employment.
Study Programme including learners with high needs.	Personal and Social Development session opportunities.	Personal and Social Development session opportunities. Networking event with providers and employers	Personal and Social Development session opportunities covering next steps - apprenticeships/further learning and employment. Work experience preparation sessions Work experience
Like it, Live it	As these courses are delivered 3 times per year, please contact us to determine when the next course is and whether we can facilitate an event.		

Please speak to our Business Development Manager/Careers & IAG Lead to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access to our learners will be offered during times when they are undertaking Personal and Social Development or careers sessions to ensure that the learner's vocational training is not interrupted. However, permission may not be granted in the following circumstances:

- A request is made when exams are taking place
- A request is made when some learners are on work experience to ensure access for all
- Failure to comply with our Safeguarding and/or PREVENT arrangements

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4.4 Safeguarding

Our Safeguarding, Child Protection and Vulnerable Adults Policy outlines Develop's procedure for checking the identity and suitability of visitors and any centre requesting a guest speaker will submit their request to our Safeguarding and Wellbeing Manager. This will be approved on an individual basis. Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Develop's facilities will range from centre to centre, however, in all of our centres there are:

- Classrooms and specialist equipment such as audio and visual devices

Should you require any particular resources to facilitate your presentation/talk, please could you put it in writing when organising the session and we will do our best to ensure that this is made available on the day.

All Information Technology resources should be checked to ensure they are virus free. Develop reserve the right to recover costs for any disruption or impact on normal business activities. Develop welcome providers bringing in appropriate material for learners to read, and we are happy for providers to leave relevant promotional materials for subsequent careers sessions.

5. Links to other policies


- Safeguarding, Child Protection and Vulnerable Adults Policy
- Preventing Extremism and Radicalisation Policy
- Personal Data Protection Policy
- Careers Education Information, Advice and guidance Policy
- Curriculum Policy

6. Develop Partners

Develop work with partners to deliver some of our programmes. Develop expects those learners to have the same rights of access to external visitors in accordance with the aforementioned section of the Education Act (1997). Please arrange directly with our partners to arrange access. Should you experience any issues with accessing Develop learners on a partner site, please contact the Business Development Manager/Careers and Information, Advice and Guidance Lead.

7. Monitoring arrangements

Develop's arrangements for managing the access of education and training providers to learners is monitored by Business Development Manager/ Careers and Information, Advice and Guidance Lead. This policy will be reviewed by Develop's Business Development Manager and Quality Manager annually. At every review, the policy will be approved by Develop's CEO.

Policy signed by CEO: 

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