

Camphill Wakefield

Provider access policy statement

Approved by: Jennie Lewty

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1. Aims

This policy statement aims to set out our college's arrangements for managing the access of education and training providers to students 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. Student entitlement

All students at Camphill Wakefield are entitled to:

- Find out about training opportunities; supported internships; relevant 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 supported internships, apprenticeships, and further education.
- Understand how to make applications for a range of relevant academic courses, internships, apprenticeships/traineeships, work-based learning, and jobs.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact: **Raph Taylor, Careers Leader**

Telephone: 01924 255281 ext. 252

Email: raph.t@camphill.ac.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into college to speak to students:

	Autumn term	Spring term	Summer term
1 st years	<p>Careers information sessions</p> <p>Work experience preparation sessions</p>	<p>Careers Information sessions</p> <p>Work experience placements</p> <p>Regular Employer Encounters</p> <p>Vocational Profiling Activities for some students</p>	<p>Careers Information and Guidance Interviews on request</p> <p>Work experience placements</p> <p>Introduction to the college Employment-focused pathway including initial assessment and Employer Encounters</p>
2 nd and further years:	<p>Joining the Employment-focused pathway: employer encounters, Vocational Profiling, and supported employment placements</p> <p>Supported Internship open evenings and events advertised to students</p> <p>Moving on Event – for a wide range of post-college providers</p> <p>Parents Afternoon/Evening: information and advice to include benefits advice and guidance.</p>	<p>Work Placements and Supported Employment Placements.</p> <p>Regular Employer Encounters: onsite visits from employers and businesses; offsite Employer visits</p> <p>Careers in education: taught employability sessions, including CV writing and interview skills, with opportunity for regular Employer Encounters</p> <p>Attending Supported Internship open evenings and events</p> <p>Attending Apprenticeship fair(s), and inviting Apprenticeship providers into college</p>	<p>Work Placements, Supported Employment Placements.</p> <p>Pathway Towards Employment: taught employability sessions with opportunity for regular Employer Encounters</p> <p>Careers in education: taught employability sessions, including CV writing and interview skills, with opportunity for regular Employer Encounters</p>

Please speak to our **Careers Leader** if you would like to access the college to meet and speak to students, and to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Camphill Wakefield will agree access based on each individual request, and will take into account student needs and well-being. There may be occasions where Camphill Wakefield may refuse access if it will cause distress or harm to the students, or if it will have a significant impact on the college timetable and delivery.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the college's procedure for checking the identity and suitability of visitors. Please see our [college website](#) for the policy.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Camphill Wakefield will provide the following premises and facilities:

- The use of the main hall to fit in with the college timetable.
- The use of a classroom or private meeting rooms.
- The use of AV equipment – projector and soundequipment.
- Providers can leave prospectuses or other material for students to read: these will be distributed in the Career's Hub, and made available to students at Careers Information and Guidance meetings and interviews.

5. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

All policies available from the College office or on the college intranet

6. Monitoring arrangements

The college's arrangements for managing the access of education and training providers to students is monitored by **Raph Taylor** on behalf of the Education Team.

This policy will be reviewed by **Raph Taylor (Careers Lead)** on an annual basis. At every review, the policy will be approved by the **College principal**, and **the board of trustees**