

**PROVIDER**

**ACCESS**

**GUIDELINES**

Gateway College

Colin Grundy Drive

Leicester

LE5 1GA

Phone number: 0116 274 4500

Reviewed: July 2025

Next Review due: July 2026

**Gateway College 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 school’s legal obligations under Section 42B of the Education Act 1997.

High quality careers education and guidance in school/college is critical to a young people’s futures. It helps them to prepare for the workplace by proving a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self- development and career management skills they need to achieve positive destinations employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

**Entitlement:**

All pupils/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.

**For pupils/students/ in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two provider encounters available during this period, which are optional for pupils/students to attend.**

These provider encounters will be scheduled during the main school/college hours and the provider will be given a reasonable amount of time to, as a minimum:

* share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
* explain what career routes those options could lead to;
* provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils/students from the provider); and
* answer questions from pupils/students
* to reduce drop out from courses and avoid the risk of students becoming NEET (young people not in education and employment)

**Management of provider access requests procedure**

A provider wishing to request access should contact Community Assistant Principal Kerry Reeves [kreeves@gateway.ac.uk](mailto:kreeves@gateway.ac.uk) and Head of Careers, Employability and Progressions [datwal@gateway.ac.uk](mailto:datwal@gateway.ac.uk)

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

* if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
* if the provider’s input would not be relevant to a particular event if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
* if the information is not seen to be in the best interest of pupils or there are concerns about the ethics or quality of the provision. In such cases, the of Careers and Employability or the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact the Head of Student Experience. If the provider wishes to appeal the decision received from the Head of Student Experience, they should contact the Chair of Governors at the school.

**Details of premises or facilities to be provided by a person who is given access**

We will provide an appropriate room, area or conference area to be agreed. The Careers leader or advisor will organise this, working closely with the provider to ensure the facilities are appropriate for the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised a member of the Gateway Team.

**Live/virtual encounters**

We will consider live online encounters with providers as requested, and these may be broadcast into classrooms. Technology checks in advance will be required to ensure compatibility of systems.

**Parents and Carers**

Parental involvement is encouraged and parents may be invited to attend events to meet the providers as appropriate.

**Complaints**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).

**Approval and review**

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded.

Approved

* **Next review:** July 2026
* **PRINCIPAL:** James Bagley