



16 – Provider Access Policy

Date ratified: March 2026

Date policy to be reviewed: Nov 2027

Committee responsible for policy:
Board of Governors

Geraldine Kelly — Chair of the
Board of Governors

A handwritten signature in black ink that reads 'Geraldine Kelly'. The signature is written in a cursive style and is positioned below the printed name.

Review No.	Date	Summary of Changes	Reviewer

Provider Access Policy

Introduction

This policy statement sets out the College's arrangements for managing the access of providers to learners at the College for the purpose of giving them information about their education or training offer.

This complies with the College's legal obligations under Section 42B of the Education Act 1997. The Skills and Post-16 Act 2022 and on page 43 of guidance from the Department for Education (DfE) on careers guidance and access for education and training providers.

Learner entitlement

All learners 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, training and employment 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.

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

- explain what career routes those options could lead to
- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and learners from the provider)
- answer questions from all learners, including our most vulnerable and those with additional learning needs

The Ridge Employability College defines an encounter as at least 30 minutes, during the college day. The college days run from 9.00am until 3.00pm Mon-Thurs and 9am-1pm Fri.

As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational education providers to speak to our learners. The Ridge Employability College will also approach these providers directly when planning and organising key career related events throughout the college year such as college assemblies, webinars within the curriculum, including live events, careers engagement events and parents/carers evenings/events.

The quality and impact of careers provision at The Ridge Employability College is monitored by our Senior Leadership Team and Lead for Careers.

The Ridge Employability College has a range of facilities available for providers to use in support of our careers programme. This includes the main teaching areas, meeting rooms and several remote sites.

Management of provider access requests

All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

In the first instance, requests by providers should be sent to: -

Name of Careers Lead: - Head of College - Melanie Atkin

Careers Lead email address: -Head of College Email address - mel@theridgecollege.co.uk

Tel No: -01302 897445

Please complete this table and copy into email to Careers Lead

Name of provider requesting access & details of provision	
Contact Name at Provider and Contact Details	
Proposed date, time and length of session	
Number of staff who propose to visit	
Aims and objectives of session including year group	
Please demonstrate which Gatsby Benchmarks relate to the session and how <i>(link to information re Gatsby Benchmarks <u>Good Career Guidance / Education / Gatsby</u>)</i>	
Proposed format, timings and duration of session including facilities and equipment required	
Support required from The Ridge Employability College, including staffing	

Granting Requests and Refusal of Requests

Once your request has been submitted, Head of College will respond to you within 10 working days. All requests will be given due consideration from the designated Careers Lead and Senior Leadership Team.

Once the request has been granted, we will ask you *for* a range of information to share with our

learners and parents before the session. This may be a prospectus, letter, presentation to share with learners and parents in advance of your session.

This should include: -

- Details of the opportunities you offer including courses and entry requirements.
- What is learning like with your institution?
- How do you prepare learners for their best next step on successful completion of your course/training?
- Provide examples of linking courses with careers relating to the local labour market and recent positive destinations of learners who have completed their learning with you.

Requests will be considered against: -

- Clashes with other planned activities or visits.
- Interruption to preparation for public or internal examinations.
- Availability of college staff, space and resources to host the session.
- All requests will also be considered in line with the college safeguarding policy. For information on this policy statement or the wider careers programme at The Ridge Employability College, please do not hesitate to contact us.
- The Ridge Employability College will keep a log of all provider requests for access and the outcomes to support the delivery and evaluation of the careers programme.

Opportunities for access

Several *events*, integrated into the college's careers programme, will offer providers an opportunity to come into college/attend virtual events to speak to learners and/or their parents/carers.

This policy statement will be evaluated with the Careers Lead and SLT as part of the Compass Evaluation, annually each academic year.

Safeguarding

Colleges are not required to complete a Disclosure and Barring Service (DBS) check for a visitor who is in the College for a 'one-off' visit. However, SLT will decide on the appropriate level of supervision for the visit. All visitors to the college are required to provide proof of identity and register with college reception before being admitted to any college site.

If a provider is unable to meet the terms of this policy or has reason to make a complaint in relation to the support provided by the college please e-mail mel@theridgecollege.co.uk (Head of College) who will investigate this further.

