



Harrison College Ltd
Provider Access Policy

Introduction

This policy statement sets out the college's arrangements for managing the access of providers to students at Harrison 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, the Technical and Further Education Act 2017, The Department of Education, July 2021: "Baker Clause" and the Provider Access Legislation, January 2023

Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing 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 employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Student entitlement

All students in years 1 & 2 at Harrison College 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.

Management of provider access requests

Procedure: A provider wishing to request access should contact *Mrs R Barber*, Careers Lead, Telephone: 01302 540495; Email: r.barber@harrisoncollege.co.uk

Premises and facilities

The college will make the 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library. The Careers Library is based in the college library and is available to all students at break times, lunch, during independent learning and after-school.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Harrison College is committed to encouraging all students to make decisions about their future based on impartial information.

Provider Guidance

- Harrison College students all have a SEND need, this ranges from autism to anxiety. Providers need to be mindful of the content of their presentation and if they are unsure then they are welcome to send any resources/presentation to r.barber@harrisoncollege.co.uk in advance of the session.
- We kindly request that providers arrive to college 10 minutes prior to their scheduled session so that the college team can ensure that they have the resources they need, check any AV and equipment.
- All providers should be mindful of the language used within the college as our students are vulnerable therefore all language must be appropriate. There will be Harrison College staff in all provider sessions therefore if they do feel that any contact is inappropriate, they will raise this with the provider at an appropriate time.

Live/Virtual encounters

Harrison College will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. 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 the events to meet the providers.

Links with other policies

It supports and is underpinned by key college policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Providers are reminded that the college has clear policies on Data Protection, Data Privacy, Acceptable use of IT including the use of AI for student information. Taking notes, sharing information with others and storing student information must comply with our policies and have the relevant consent provided. Please refer to our website for updated versions or ask R Barber for more information.

AI tools, which may be available for free or on a subscription basis and directly accessed by users via the internet are not authorised and must not be used. College information, student work or internal data may not be entered into such tools. These rules apply when using both Harrison College owned devices and any personal devices which may be used for work or internship purposes. No other AI tools may be used. For the avoidance of doubt, to ensure Harrison College creates a safe setting for using AI and reducing the risks associated with its use, we authorise the use of Microsoft Copilot only.

Development and Review

This policy has been developed and is reviewed annually by the Careers Leader (R Barber) and Line Manager (G Peebles) based on current good practice guidelines by the Department for Education.