Hartlepool College of Further Education
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 the provider's education or training offer. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

Learner entitlement

All learners at the college are entitled to:

- find out about technical education qualifications, higher education 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;
- hear from a range of local providers about the opportunities they offer, including technical education, higher education and apprenticeships – through open events, progression week, assemblies, drop ins, group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

Meaningful provider encounters

We are committed to providing meaningful encounters to all learners. One encounter is defined as one meeting/session between learners and one provider. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our learners.

For learners in year 12 to 13, particularly those that have not yet decided on their next steps, there are at least two provider encounters available during this period, which are optional for learners to attend.

Opportunities for access

The college's robust Careers Programme enables a wide range local and national providers to speak to our learners and/or parents throughout the calendar year. Opportunities for access, in line with the Gatsby benchmarks, includes:

- Fresher's fair
- Induction talks
- HE fair
- Apprenticeship event/talks
- Open evenings
- Careers week
- Progression talks
- Lunch time drop ins
- Adhoc/bespoke workshops and taster sessions

Principal and Chief Executive
Darren Hankey

Hartlepool College of Further Education
Stockton Street, Hartlepool, County Durham TS24 7NT
01429 295111 | www.hartlepoolfe.ac.uk

enquiries@hartlepoolfe.ac.uk
Additional email and telephone contacts:
www.hartlepoolfe.ac.uk/contactus

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- Workplace visits
- Guest speakers

Encounters will be scheduled during main 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 from the provider);
- answer questions from learners.

Management of provider access requests

Procedure
Within the college we have separate services who engage with employers, training providers, institutions and businesses. A provider wishing to request access should contact the following:

Name	Job Title	Contact Email
Laura Main	Head of Student Support	laura.main@hartlepoolfe.ac.uk
Michael Casey	Head of Operations, Employer Services	michael.casey@hartlepoolfe.ac.uk
Alison Hill	Head of Adult Education	alison.hill@hartlepoolfe.ac.uk

Please speak to our Student Support or Employer Services team to identify the most suitable opportunity for you.

Premises and Facilities
The college and its schools will make the college atrium, conference room, classrooms or private meeting rooms available for discussions between providers and learners, as appropriate to the activity. The college may also make use of the Future Me Zone. The college will make available AV and other specialist equipment to support provider presentations as advised. Providers are welcome to leave a copy of prospectus or other relevant literature which will be displayed as appropriate.

Review
Our policy will be reviewed with relevant colleagues February 2024.

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