



Provider Access Policy and Procedure

Myerscough College and University Centre believes that high quality careers education and guidance is critical to the future of our students. It helps to prepare them for the workplace by providing a clear understanding of the world of employment, including the routes to jobs and careers that they may 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.

The Provider Access Policy and Procedure sets out Myerscough College's arrangements for managing the access of providers to students at the College for the purpose of giving them information about their own education or training offer to help students make post-18 careers choices. This complies with the College's legal obligations under Section 42B of the Education Act 1997.

The policy outlines the procedures and guidelines in which education and training providers may engage with students, particularly regarding apprenticeships and technical education options.

This policy applies to students of Myerscough College across all of its centres.

Policy Statement

Student Entitlement

Myerscough College fully supports the statutory requirement for students to have direct access to other providers of Further and Higher Education, Training, Technical Training and Apprenticeships. The College will comply with the new legal requirement to put on at least two encounters with providers of approved technical education qualifications or apprenticeships, one of these encounters being the annual My Sector Careers Showcase.

All students aged 16 to 19 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 career events, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For students in the third key phase (Years 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 students to attend.

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:

- 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 students from the provider);
- answer questions from students.

Meaningful Provider Encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Development

This policy has been developed and is reviewed annually by the Careers Manager and Director of Corporate Services, based on current good practice guidelines by the Department for Education.

Procedure

Opportunities for Access

Myerscough College offers a range of encounters and events integrated into the College's careers programme (for further information, follow the link to the [Careers page](#) on the College website).

We will offer providers an opportunity to come into College to speak to students and/or their parents/carers.

Any provider wishing to request access should contact Victoria Wilding, Careers Manager, vwilding@myerscough.ac.uk.

Premises and Facilities to be Provided

Myerscough College will make the Sports Hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The College will also make available audio visual and other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Careers Manager, or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office, which is managed by the Careers Team. This facility is available to all students during the standard College day.

Complaints

Any complaints with regards to provider access can be raised following the College's Complaints Policy and procedure, or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk.

Document History			
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Approval:	College Leadership Team	Approval Date:	August 2025
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Publication:	Staff Intranet College Website		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework			
Education Inspection Framework			
Social Care Common Inspection Framework and National Minimum Standards			
MATRIX			
QAA			
QIA			
ESFA			
Key Changes to Document			
New policy			

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation but additionally goes beyond compliance in providing and promoting the FREDIE principles, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. This policy takes account of our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

Child Protection and Safeguarding

All staff have a responsibility to support and promote the College's commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.