

1. Introduction

1.1. Purpose

The purpose of this document is to set out Employ My Ability's (EMA) policy on ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships.

The policy and associated direction contained within it provides guidance to all staff on how EMA manages access for its students, as well as access requests from other providers.

1.2. Legal and/or regulatory framework

This Policy fulfils the requirements of:

- a) Skills and Post-16 Education Act 2022 (as amended)
- b) Careers Guidance and Access for Education and Training Providers (January 2023)

2. Scope

This policy applies to all EMA directors, education advisors, staff and students.

3. Policy statement

3.1. General

High quality careers education and guidance in 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-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

3.2. Commitment

EMA is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. EMA is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

EMA endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

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3.3. Aims

EMA's policy for access to other education and training providers has the following aims:

- a) To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- b) To support young people to be able to learn more about opportunities for education and training outside of college before making crucial choices about their future options.
- c) To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment, or training).

4. Visits to EMA for our students

4.1. Student Entitlement

EMA fully supports the statutory requirement for students to have direct access to other providers of further 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. EMA recognises that these encounters are optional as they take place during the 'third key phase' but will actively encourage students to attend.

All students to have access to a minimum of two external providers, which will include traineeships, apprenticeships, and supported internships.

4.2. Range of providers

The providers invited will vary from year to year and EMA will consider those within a reasonable travelling distance of EMA campuses. The selection invited may include General Further Education Colleges; Independent Training Providers; Institutes of Technology; University Technical Colleges; and other settings that are offering technical education, such as T Levels, Apprenticeships, Supported Internships or other vocational qualifications.

5. Visits to EMA from other providers

5.1. Requests for access

Requests for access should be directed to Simon Chapman, Work Experience & Next Steps Co-ordinator, who may be contacted by telephone or email: 01929 405685 / simon@employability.org.uk.

5.2. Grounds for granting requests for access

Access will be given for providers to attend during All About Me sessions, during Enrichment Week at the end of the first academic term. Students may also travel to visit another provider as part of the trip to be organised in partnership with another local college.

5.3. Details of premises or facilities to be provided to a person who is given access

EMA will provide an appropriate room or meeting space to be agreed, the room will be adequately resourced to fit the needs of the visit. The Work Experience & Next Steps Coordinator will organise this, working closely with the provider(s) to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Education Team who will facilitate.

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5.4. Live/Virtual encounters

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

6. Destinations of previous students from EMA include:

- a) SWRAC
- b) Purbeck Coast FM
- c) Oxfam
- d) British Gas
- e) Sydenhams
- f) Supported Living
- g) Independent Living
- h) Dorset Rangers
- i) Gloucester University
- j) Hope2Cycle
- k) Lovecake
- l) Age UK
- m) Luccio's Restaurant
- n) Happycino café
- o) Employ My Ability (full time staff member)

7. Administration

7.1. Parents and Carers

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

7.2. Management

The Work Experience & Next Steps Coordinator coordinates all provider requests and is responsible to his/her senior management line manager.

7.3. Development

This policy has been developed and is reviewed annually by the Careers Lead, Head of Education, and Work Experience and Next Steps Coordinator, based on current good practice guidelines by the Department for Education.

7.4. Links with other policies

It supports and is underpinned by other key policies including those for CEIAG, Safeguarding & Child Protection, Equality and Diversity, and Complaints.

7.5. 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. EMA is committed to encouraging all students to make decisions about their future based on impartial information.

7.6. Complaints Procedure

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Any complaints about this policy should be raised in line with our complaints policy that can be found on our website.

8. Roles & responsibilities

The Careers Lead is responsible for the establishment and review of this policy.

The Head of Education, and the Work Experience and Next Steps Coordinator are responsible for its implementation and delivery.

9. Implementation

The Senior Management Team at EMA have overall responsibility for the implementation of this policy; however, all employees are required to adhere to and support its implementation.

All employees are to be made aware of any changes to this policy.

10. Support, advice and communications

Requests for further advice, support or implementation guidance on this policy can be obtained from compliance@employability.org.uk

11. Review

This policy will be reviewed annually, following which the revision number and date will be updated to ensure that staff always know that they are referencing the correct policy.

Should there be a need to change the content of the policy before its annual review date then please send a notification to compliance@employability.org.uk

12. Associated documents

CEIAG Policy

Safeguarding & Child Protection Policy

Equality and Diversity policy

Complaints Policy

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