

Provider Access Policy Statement

Approved by:	Board of Trustees	Date: 30 th November 2023
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Next review due by:	February 2027
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Document Control			
Policy Owner		Head of College	
Version	Author	Date	Changes/Updates
0.1	Raph Taylor	27/11/23	Termly cycle of activities updated
V1		30/11/23	Approved by Board of Trustees
V2	Raph Taylor/Helen Kain	December 2024	Employability Manager changed to Careers Lead throughout Updates made to 4. Termly cycle of careers activities
V3	Helen Kain	12/02/25	Statement of Purpose added Approved by Trustees – 14.02.25
V4	Raph Taylor	January 2026	4.3 Termly cycle of careers activities updated

1. Statement of Purpose

This policy sets out Camphill Wakefield's commitment to ensuring students have access to high-quality information, advice, and guidance regarding education, training, and employment opportunities. The policy outlines the procedures for education and training providers to engage with students, ensuring they receive relevant and meaningful information to support their transition into further education, apprenticeships, supported internships, or employment. Camphill Wakefield is dedicated to:

- Providing students with comprehensive career education that aligns with their individual needs and aspirations.
- Facilitating access to a diverse range of providers who can offer insight into further education, training, and employment pathways.
- Ensuring all students are supported in making informed decisions about their future through structured careers activities, employer encounters, and guidance sessions.

This policy details the procedures for provider access requests, the conditions for granting or refusing access, safeguarding considerations, and the facilities available for providers. It also outlines the college's termly cycle of careers activities, ensuring a structured and effective approach to career planning and progression.

By implementing this policy, Camphill Wakefield aims to enhance student opportunities, promote informed decision-making, and support successful transitions into adulthood and employment.

2. Aims

This policy statement aims to set out Camphill Wakefield's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

3. Student entitlement

All students at Camphill Wakefield are entitled to:

- Find out about training opportunities, supported internships, relevant qualifications, and apprenticeship opportunities as part of our 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/regional providers about the opportunities they offer, including supported internships, apprenticeships, and further education.
- Understand how to make applications for a range of relevant academic courses, internships, apprenticeships/traineeships, work-based learning, and jobs.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact the Careers Lead.:

Telephone: 01924 255281 ext. 252

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into college to speak to students:

4.3 Camphill Wakefield termly cycle of Careers activities:

	Autumn term	Spring term	Summer term
1st year	Careers advice meetings for all students with internal Careers Adviser Individual Careers Guidance meetings with C&K Careers Progress evening: information and advice about future options, work experience and placements Enterprise activities and internal work experience	Careers Advice meetings Individual Careers Guidance meetings Work Experience and Work Placements Employer Encounters – Guest speakers and industry visits Further education, apprenticeships, internships – information shared about events and open days / evenings Enterprise activities and internal work experience	Careers Advice meetings Work Experience and Work Placements Employer Encounters – Guest speakers and industry visits Individual Careers Guidance meetings with C&K Careers
2nd and further years:	Careers Advice meetings	Work Placements and Supported employment Placements.	Work Experience and sustained Work Placements, Careers Action Plan meetings

	Individual Careers Guidance meetings with C&K Careers	Regular Employer Encounters: onsite visits from employers and businesses; offsite Employer visits	SEND Careers and/or Employer Engagement events - external
	Supported Internship information open evenings and events advertised to students	Careers Advice meetings	Individual Careers Guidance meetings with C&K Careers
	SEND Careers and/or Employer Engagement events - external	Individual Careers Guidance meetings with C&K Careers	
	Progress evening: information and advice about future options, work experience and placements	Access to information about Apprenticeships; Internships; & Further Education Progress evening	

Please speak to the Careers Lead if you would like to access the college to meet and speak to students, and to identify the most suitable opportunity.

4.4 Granting and refusing access

Camphill Wakefield will agree access based on each individual request and will take into account student needs and well-being. There may be occasions where Camphill Wakefield may refuse access if it will cause distress or harm to the students, or if it will have a significant impact on the college timetable and delivery.

4.5 Safeguarding

Our Safeguarding/Child Protection Policy outlines the College's procedure for checking the identify and suitability of visitors. Please see the Camphill Wakefield website for the policy. Education and training providers will be expected to adhere to this policy.

4.6 Premises and facilities

Camphill Wakefield will provide the following premises and facilities:

- The use of the main hall to fit in with the college timetable.
- The use of a classroom or private meeting rooms.
- The use of AV equipment – screen(s) and sound equipment.
- Providers can leave prospectuses or other material for students to read: these will be distributed in the Career's Office and made available to students at Careers Information and Guidance meetings and interviews.

5. Monitoring arrangements

The College's arrangements for managing the access of education and training providers to students is monitored by the Careers Lead on behalf of the Education Team.

6. Review

This policy will be reviewed by the Head of College on an annual basis for approval by the Senior Leadership Team and Board of Trustees.