

Provider Access Policy

2025-26

1 Overview Information

Policy Manager:	Head of Business Development & Employer Skills
SLT Manager:	Assistant Principal – Employer Skills, Innovation & Growth
Effective Date:	23rd January 2026
Annual Review Date:	July 2026
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1. Rationale

High-quality careers education, information, advice and guidance (CEIAG) is critical to enabling learners to make informed and ambitious decisions about their futures. Within a further education college context, this includes supporting learners to understand the full range of education, training and employment pathways available at post-16 and post-18, including academic, technical and professional routes.

Capel Manor College is committed to ensuring that learners develop a clear understanding of the labour market, progression opportunities and the skills required by employers. This includes awareness of apprenticeships, T Levels, Higher Technical Qualifications (HTQs), higher education, and other approved technical education and training routes. Effective provider access supports learners to make well-informed choices, reduces the risk of inappropriate progression, and contributes to positive destinations and social mobility.

2. Commitment

Capel Manor College is committed to ensuring that there are meaningful opportunities for a range of education and training providers to access learners, for the purpose of informing them about approved technical education qualifications and apprenticeships.

The College recognises its statutory duty to act impartially and to ensure that learners are not steered towards, or away from, any particular route. Information provided to learners will be objective, balanced and aligned to their individual aspirations, abilities and progression goals.

In line with the Baker Clause (DfE, July 2021) and the Provider Access Legislation (January 2023), Capel Manor College endeavours to ensure that all learners are aware of, and able to access, comprehensive information about technical education options, apprenticeships and progression opportunities beyond their current programme of study.

3. Aims

The aims of Capel Manor College's Provider Access Policy are to:

- Develop learners' knowledge and understanding of the full range of career pathways available to them, including technical qualifications and apprenticeships.
- Enable learners to engage directly with external education and training providers before making critical decisions about progression.
- Support positive learner destinations and reduce the risk of learners becoming not in education, employment or training (NEET).
- Ensure compliance with statutory requirements relating to provider access and careers education.

4. Entitlement

All learners at Capel Manor College, including those studying at post-16 and post-18, are entitled to access high-quality, impartial information, advice and guidance to support informed decisions about their next steps. This includes information about approved technical education qualifications, apprenticeships, higher technical qualifications, and progression routes into higher education and employment.

The College is committed to ensuring that learners encounter a broad and representative range of education and training providers during their programme of study. These encounters will be appropriate to the learner's age, level, and stage of learning, and will support progression at key transition points, including progression

from Level 2 to Level 3, and from Level 3 and above into apprenticeships, higher technical qualifications, higher education, or skilled employment.

In line with statutory guidance, the College will ensure that learners have multiple opportunities to engage with providers of approved technical education qualifications and apprenticeships. These encounters may include, but are not limited to, careers fairs and employer events; apprenticeship, higher technical and progression workshops; assemblies, talks and presentations delivered by employers, training providers and higher education institutions; curriculum-embedded employer and provider engagement aligned to learners' vocational pathways; activities linked to National Careers Week and National Apprenticeship Week; and visits to external providers, universities and workplaces.

These arrangements ensure that all learners, including adult learners and those on advanced programmes, are supported to understand the full range of progression opportunities available to them and to make well-informed choices about their future pathways.

5. Development and Review

This policy is developed and reviewed annually by the College's Careers Lead, in conjunction with the senior leadership team, and is informed by current statutory guidance and best practice issued by the Department for Education.

6. Equality and Diversity

Capel Manor College is committed to equality of opportunity and to ensuring that all learners can access impartial careers information and provider engagement, regardless of background, protected characteristic, learning need or disability.

Provider access arrangements will be inclusive and designed to support informed decision-making for all learners.

7. Requests for Access

Requests for access from education and training providers should be directed to:

Careers Lead
Capel Manor College
Email: careers@capel.ac.uk
Telephone: 0303 003 1234

Requests should clearly outline the purpose of the engagement, target learner group, preferred format (in-person or virtual), and proposed timings.

8. Grounds for Granting Requests for Access

Access will be granted where the proposed activity:

- Supports learners' understanding of approved technical education qualifications, apprenticeships or progression routes
- Is appropriate to the age, level and needs of the learner group
- Aligns with the College's safeguarding, equality and health and safety requirements

Providers may be invited to participate in:

- Timetabled careers or tutorial sessions
- Assemblies or learner briefings
- Careers and progression events
- Employer and industry-led activities

Learners may also visit external providers or workplaces as part of organised and supervised activities.

9. Facilities and Safeguarding

Where access is granted, Capel Manor College will provide appropriate facilities, which may include classrooms, meeting rooms or lecture spaces with standard presentation equipment.

All provider representatives will be subject to appropriate safeguarding procedures and will be supervised by a member of College staff for the duration of their visit.

10. Live Virtual Encounters

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

11. Parents and Carers

Where appropriate, parents and carers may be invited to attend careers and progression events, particularly those focused on post-16 and post-18 progression routes.

12. Management Oversight

The Careers Lead is responsible for coordinating provider access requests and reports to the relevant member of the College's senior leadership team.

13. Monitoring, Review and Evaluation

This policy is monitored and evaluated annually by the Senior Leadership Team as part of the College's quality assurance and governance arrangements, with oversight from the appropriate governance committee.

Monitoring includes the systematic review of learner feedback, participation in provider encounters, progression and destination outcomes, and the effectiveness of encounters in supporting informed decision-making and positive next steps for learners. This evaluation informs continuous improvement of the College's careers education and provider access arrangements and ensures ongoing compliance with statutory guidance.

Findings from this review are reported through the College's governance and quality cycles and are used to inform curriculum planning, employer engagement activity, and the wider careers education programme.

Policy Coordinator: Careers Lead

Last reviewed: January 2026