



## Provider Access Policy Statement 2023/24

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2.0	October 2024	Annual policy review

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## **The Manchester College: Provider Access Policy Statement 23/24**

### **1. Rationale**

High quality CEIAG 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 into a variety of engaging and rewarding careers. It supports them to acquire the self-development and career management skills they need to achieve positive destinations. 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.

We can only achieve this by providing a wide range of options, including employers, to enrich the careers programme for our learners. We will consider requests for providers to have access to learners where it is feasible to do so, however we also need to balance this with the needs of our learners on a case by case basis.

### **2. Commitment**

The Manchester College 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. The Manchester College 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.

The Manchester College 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.

#### **2:1 Aims**

The Manchester College policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- 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.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

#### **2:2 Student Entitlement**

For further information please visit our Careers Entitlement Statement - [tmc-careers-entitlement-statement.pdf](#).

#### **2:3 Development**

This policy has been developed and is reviewed annually by the Head of Careers, Stephen Brobbin, and Careers Leaders based on current good practice guidelines by the Department for Education.

### 2:4 Links with other policies

It supports and is underpinned by key college policies. You can find further information at [Our Policies & Student Policies | tmc.ac.uk](#).

### 2:5 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. The Manchester College is committed to encouraging all students to make decisions about their future based on impartial information.

We will also welcome enquiries from providers that offer a location that takes into account reasonable adjustments for disabilities

## 3. Process

### 3:1 Requests for access

Requests for access should be directed to Wendy Butterworth or Michael Puddifoot, the nominated Careers Leaders and they may be contacted by telephone or email.

Wendy Butterworth, Careers & Welfare Manager – E: [wbutterworth@tmc.ac.uk](mailto:wbutterworth@tmc.ac.uk) – T: 0161 674 3097

Michael Puddifoot, Careers & Welfare Site Leader – E: [mpuddifoot@tmc.ac.uk](mailto:mpuddifoot@tmc.ac.uk) – T: 0161 674 7024



### 3:2 Grounds for granting requests for access

Access will be given for providers to attend during lessons, and Careers events that The Manchester College is arranging.

To provide students with a wide range of opportunities within education and training any approved organisations will be given access to limited students groups where the activity is pertinent to the course subject area. Where possible, if the course is also offered by UCEN Manchester or Total People, we will give them priority. We will not give access to HE and Apprenticeship provision to host recruitment events within The Manchester College.

To mitigate any possible conflicts of interest any organisation approved within this policy to speak with course groups, will only be approved to speak about careers, LMI, Sector knowledge and progression into industry.

### 3:3 Details of premises or facilities to be provided to a person who is given access

The Manchester College will provide an appropriate room. All rooms have screens provided. Computer rooms can also be arranged. The Careers Leader will coordinate this, working closely with the provider and campus teams 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 college staff who will facilitate.

**3:4 Management**

The Careers Leader coordinates all provider requests and is responsible to their line manager.

**Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Senior Leadership Team.



# Careers Programme

The Manchester College offers the following Careers Programme to students, which aligns and is mapped against the Gatsby Benchmarks. We are Matrix accredited for offering Information, Advice and Guidance (IAG) to all students. Our Careers Programme is delivered by qualified, professional, and impartial advisors.

CAREERS GUIDANCE	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Career Guidance Interviews - available by appointment	X	X	X	X	X	X	X	X	X	X	X	X
Level 8 Career Interventions			X	X	X	X	X	X	X	X		
PSU Career Guidance Appointments			X	X	X							
Prince's Trust Career Guidance Appointments				X				X			X	

HIGHER EDUCATION PROGRESSION	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
UCM Clearing - Support and Advice	X	X										
Tutorial - UCM Application and Career Choice			X	X							X	
Progression to HE 11 - available by appointment			X	X	X							
HE Application Support	X	X	X	X	X	X						
Personal Statement Support	X	X	X	X	X	X						
Tutorial - Managing UCM Offers							X	X	X	X		
Tutorial - HE Funding Options							X	X				
HE Application Support	X	X	X	X	X	X	X	X	X	X	X	X

FURTHER EDUCATION PROGRESSION	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Tutorial - Careers Language for BSCs			X	X	X	X						
Tutorial - Next Step Focus Choices/Options			X	X								
Tutorial - Careers and Progression Options									X	X		
Progression Discussions - Intended Destinations								X	X			
Tutorial - Overview of Apprenticeships							X					
Taster Activities						X	X	X	X			
Step Up Levels - Weekly Sessions										X	X	

EMPLOYABILITY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Tutorial - Employment and Skills						X	X					
Tutorial - Job Landscape and Future Options Ltd				X	X	X	X	X	X			
Tutorial - Entrepreneurship									X			
Job Shop/Job Club			X	X	X	X	X	X	X	X	X	X
Work Placements	X	X	X	X	X	X	X	X	X	X	X	X
Extended Industry Placement	X	X	X	X	X	X	X	X	X	X	X	X
Employer Engagement Sessions	X	X	X	X	X	X	X	X	X	X	X	X
Employability Hour - Careers and Education Guidance Meeting		X	X	X	X	X	X	X	X	X	X	
Skills Scan Assessment 1-8				X				X			X	

SCHOOL LIAISON	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Assemblies & Presentations	X	X	X	X	X	X	X	X	X	X	X	X
Classroom Workshops and Skills Sessions	X	X	X	X	X	X	X	X	X	X	X	X
Campus Tours and Taster Sessions			X	X	X	X	X	X	X	X	X	X
School Events and Drop-ins	X	X	X	X	X	X	X	X	X	X	X	X
CV Writing Workshops		X	X	X	X	X	X	X	X	X	X	X
GCSE Results Day Advice and Support	X											
Year 11 Welcome Day and Year 10 Taster Day												X

EVENTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
T Level and Transition Week				X								
Progression Week					X							
National Apprenticeship Week							X					
National Careers Week								X				



## Careers Leaders

Wendy Butterworth, Careers & Welfare Manager - [wbutterworth@tmc.ac.uk](mailto:wbutterworth@tmc.ac.uk) | Michael Puddfoot, Careers & Welfare Site Leader - [mpuddfoot@tmc.ac.uk](mailto:mpuddfoot@tmc.ac.uk)  
 Appointments with Careers & Welfare can be made by ringing 03333 222 444 and asking to be put through to a member of the team.

For Careers & Welfare queries email [Careers&Welfare@tmc.ac.uk](mailto:Careers&Welfare@tmc.ac.uk) | For Work Experience queries email [workexperience@tmc.ac.uk](mailto:workexperience@tmc.ac.uk)

For School Liaison queries email [SchoolLiaison@tmc.ac.uk](mailto:SchoolLiaison@tmc.ac.uk)

