

PROVIDER ACCESS POLICY

Status: Statutory

Member of Staff Responsible: Careers Lead & Employer Engagement Co-ordinator

Related Policies:

- CEIAG Policy
- Child Protection and Safeguarding Policy
- Equal Opportunities Policy – Students

Implementation date:

Reviewed date: April 2026

Next review date: April 2027

Introduction

This policy statement sets out the UTC's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the UTC's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All students in Years 9-13 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 options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mr M Cocken, Vice Principal or Mrs K Dulley, Assistant Principal.

Telephone: 0114 308 4500 Email: admin@utcsheffield.org.uk

Opportunities for access

A number of events, integrated into the UTC careers programme, will offer providers an opportunity to come into the UTC to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 9	Global Cultural Learning Employer Assemblies Employer Mentor Day Careers / Enrichment Days	Global Cultural Learning Employer Assemblies Employer Mentor Day	Global Cultural Learning Employer Assemblies Employer Mentor Day Careers / Enrichment Days
Year 10	Global Cultural Learning Life Skills – work experience preparation sessions Employer Mentor Day Employer Assemblies Careers / Enrichment Days	Global Cultural Learning Employer Assemblies Employer Mentor Day	Global Cultural Learning Work Experience opportunities Employer Mentor Day
Year 11	Global Cultural Learning Assemblies on opportunities at 16 Year 11 Post-16 Information, Careers Fair and UCAS Progress Evening Employer Mentor Day	Global Cultural Learning Employer Assemblies Employer Mentor Day	Global Cultural Learning Employer Mentor Day
Year 12	Tutorial Programme Higher Education Fair Post-18 assembly – apprenticeships Employer Assemblies	Tutorial Programme Small group sessions: future education, training and employment options	Tutorial Programme Small group sessions: future education, training and employment options UCAS Convention

			UCAS workshops University visits Work Experience opportunities Employer Mentor Day
Year 13	Tutorial Programme Workshops – HE and higher apprenticeship applications UCAS Workshops Employer Mentor Day	Tutorial Programme UCAS workshops Employer Mentor Day	Tutorial Programme Work Experience opportunities

Please speak to either Mr Cocken or Mrs Dulley to identify the most suitable opportunity for you.

Premises and facilities

The UTC will make the MPS, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The UTC will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit. Providers are requested to either forward presentations in advance of delivery or to bring their own device. ICT support will be available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Learning Manager for Key Stage 5. The Resource Centre is available to all students at lunch and break times.