

**Introduction**

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

**Student entitlement**

All students in years 12-13 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 Joanne Leach, Careers Manager.

Telephone: 0161 224 1781

Email: [j.leach@xaverian.ac.uk](mailto:j.leach@xaverian.ac.uk)

**Opportunities for access**

The College offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen on the College website.

Please speak to our Careers Advisor to identify the most suitable opportunity for you.

The College will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The College will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library.