



Provider Access Statement

Hopwood Hall College is committed to providing learners with impartial careers education information advice and guidance. Our learners are encouraged to participate in a wide variety of activities that will enable them to develop the skills, knowledge and understanding they will need to make informed choices and to progress towards their career goals.

We recognise that this can only be achieved through working with a wide range of providers, including employers, to enrich the careers programme for our learners. We will endeavour to accommodate 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.

For example, we may need to decline a request where it would be deemed to negatively impact on curriculum learning or where there is insufficient learner interest.

Our careers programme (below) provides an opportunity for providers to access the college at key times throughout the academic year. Providers are also welcome to leave course guides/leaflets/brochures at reception to be kept within our careers library.

Providers will need to:

- Make contact with the relevant department or with the Careers Leader directly
- Read the College's External Speakers and Events Policy & any policy referred to within; available on the Reports and Policies section of the website
- Sign and return the External Speakers form a minimum of 14 days in advance of the activity taking place
- Details of premises and facilities will be agreed and organised on a case by case basis depending on the nature of the activity
- We also welcome enquiries from providers that offer a location that takes into account reasonable adjustments for disabilities.

Useful Contacts:

For careers or employability activities and for initial discussions contact:

Careers Lead:

Liz Duncan

Assistant Principal Quality

Hopwood Hall College | Rochdale Road | Middleton | M24 6XH

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The Careers and Employability Team

e: careers@hopwood.ac.uk



**Hopwood Hall College
& University Centre**

Hopwood Hall Schedule of Careers Related Activity

Ongoing Activities	Entry Level	Level 1	Level 2	Level 3
1-1 Personal Guidance, including job search, job application and interview support	x	x	x	x
Careers Exposure to Core Subject		x	x	x
Digital Skills & Online Presence	x	x	x	x
Guest Speakers	x	x	x	x
HE Speakers / Guidance / Tutorials				x
HE Visits & Tasters				x
Industry Placements			x	x
Industry Speakers & Talks in College	x	x	x	x
Industry Specific and Practical Skills Embedded within Study Programmes	x	x	x	x
Industry Trips & Visits		x	x	x
LMI Specific to Core Subject			x	x
Progression Planning & Next Steps	x	x	x	x
Promotion of Job Opportunities and Apprenticeships	x	x	x	x
SEN Reviews	x	x	x	x
Supplement Studies with Maths and English	x	x	x	x
Support to develop team work, initiative and problem solving skills	x	x	x	x
“Tutorial Guidance (PDP Sessions); - Introduction to Work Experience - Employability - Developing Personal Resilience”	x	x	x	x
Volunteering	x	x	x	x
Work Experience	x	x	x	x
TERM 1 - AUTUMN				
Challenging stereotypes	x	x	x	x
Encouragement to develop independence based on individual needs	x	x	x	x
Higher Education - Funding Intro				x
“Higher Education Application Support: - UCAS registration - Personal Statements - Continued Support Agreed”				x
“Introduction Support Services: - Additional Learning Support Team - Careers Advisers - Student Support Tutors - Teaching Assistants - Work Experience Development Officers”	x	x	x	x
“Introduction to careers & employability resources: - Connect - iLearn - ProPortal “		x	x	x
Online employability skills framework e-learning package	x	x	x	x
Opportunity to join the Student Cabinet / Nominations for Learner Representatives	x	x	x	x
Overview of staff roles and how to access support	x	x	x	x
Rights and responsibilities in the workplace including health and safety	x	x	x	x
TERM 2 - SPRING				
Apprenticeships Week	x	x	x	x
Careers Week	x	x	x	x
HE Information & Preparation				x
Mock interviews for further study	x	x	x	x
Online employability skills framework e-learning package	x	x	x	x
TERM 3 - SUMMER				
Digital Skills; LinkedIn activities				x
Goal Setting and Decision Making	x	x	x	x
Planning for Progression	x	x	x	x
Targeted promotion of jobs and apprenticeships	x	x	x	x