**Provider Access Policy Statement (PAL)**

**Access for colleges, training providers, university technical colleges, universities and all other post**

**16 providers offering technical, vocational and academic routes and apprenticeships**

***September 2023***

This policy statement sets out the arrangements for managing the access of providers to pupils for the purpose of giving them information about the provider’s education or training offer.

Pupil Entitlement:

All pupils in years 8 to 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.

In line with the updated Provider Access Legislation, from January 2023, all schools must provide a minimum of six encounters for all pupils with post 16 providers, as above. This is broken down into key phases: -

**1st key phase** Year 8 or 9 Two encounters for pupils that are mandatory for all to attend

**2nd key phase** Year 10 or 11 Two encounters for pupils that are mandatory for all to attend

**3rd key phase** Year 12 or 13 Two encounters that are mandatory for the school to put on but

optional for pupils to attend

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

* share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
* explain what career routes those options could lead to
* provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
* answer questions from all pupils, including our most vulnerable and those with additional learning needs

The Cavendish School defines an encounter as at least 1 hour, during the school day.

The academy days runs from 8.35am – 2.35pm.

This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational education providers, including University Technical Colleges where appropriate, to speak to our pupils. The Cavendish School will also approach these providers directly when planning and organising key career related events throughout the school year such as school assemblies, webinars within the curriculum, including live events, careers engagement events and parents’ evenings. Meaningful encounters may be planned using the [Making it meaningful checklist.](https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7)

The quality and impact of careers provision at The Cavendish School is monitored by our Senior Leadership Team and the LGB. Access and opportunity to engage with technical, vocational and training providers will form part of this process.

The Cavendish School has a range of facilities available for providers to use in support of our careers programme. This includes the main hall, Flat, Classrooms, Library and therapeutic spaces.

Destinations of our pupils

As we have not yet had a year 11 cohosrt graduate from TCS, we envisage some of our pupils will move to a range of providers:

* TCS sixth form
* Cambridge Maths School
* Impington International College
* Cambridge Regional college
* Milton College
* Peterborough regional college

Similarly we expect that our year 13 pupils may go on to :

* Apprenticeships
* Supported internships
* Universities
* Employment

Management of provider access requests

All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

In the first instance, requests by providers should be sent to: -

**Name of Careers Leader: -** Rachel Dunn

**Careers Leader email address: -** [careers@tcs.tela.org.uk](mailto:careers@tcs.tela.org.uk)

**Tel No:** 01223 200421

**Please complete this table and copy into email to Careers Leader**

|  |  |
| --- | --- |
| **Name of provider requesting access & details of provision** | *e.g., Northampton College, Further Education College and Apprenticeship provider for 16–18-year-old pupils* |
| **Contact Name at Provider and Contact Details** | Name & Job Title:  Email address:  Telephone number: |
| **Proposed date, time and length of session** |  |
| **Number of staff who propose to visit** | All visitors will be subject to our safeguarding policy. A DBS check will not be required. |
| **Aims and objectives of session including year group** | *e.g., Year 10 Assembly Post 16 Options including entry requirements, courses available, labour market information & sectors relating to courses, positive destinations on completion of courses* |
| **Please demonstrate which Gatsby Benchmarks relate to the session and how**  *(link to information re Gatsby*  *Benchmarks* [*Good Career*](https://www.gatsby.org.uk/education/focus-areas/good-career-guidance)  [*Guidance | Education |*](https://www.gatsby.org.uk/education/focus-areas/good-career-guidance)  [*Gatsby)*](https://www.gatsby.org.uk/education/focus-areas/good-career-guidance) | *e.g.,*  ***BM1*** *After reading Careers Programme, support to further enhance this*  ***BM4*** *linking GCSE subjects to career related learning and future progression routes*  ***BM7*** *Provide a meaningful encounter of further education* |
| **Proposed format, timings and duration of session including facilities and equipment required** | *e.g., One hour assembly, theatre or main hall to accommodate year group. PowerPoint presentation including videos. Questions and answers session for pupils. Literature to take away following assembly.* |
| **Support required from**  The Cavendish School**, including staffing** | To enable the academy to provide appropriate supervision |

Granting Requests and Refusal of Requests

Once your request has been submitted, the School Careers Leader will respond to you within 10 working days. All requests will be given due consideration from the designated Careers Leader and Senior Leadership Team.

Once the request has been granted, we will ask you for a range of information to share with our pupils and parents before the session. This may be a prospectus, letter, presentation to share with pupils and parents in advance of your session.

This should include: -

* Details of the opportunities you offer including technical education, courses and entry requirements
* What is learning like with your institution?
* How do you prepare pupils for their best next step on successful completion of your course/training?
* Provide examples of linking courses with careers relating to the labour market and recent positive destinations of pupils who have completed their learning with you

Requests will be considered against: -

* Clashes with other planned activities or visits.
* Interruption to preparation for public or internal examinations.
* Availability of school staff, space and resources to host the session.
* All requests will also be considered in line with the academy Safeguarding policy. For questions on this policy statement or the wider careers programme at Skegness Academy, please do not hesitate to contact us.
* The Cavendish School will keep a log of all provider requests for access and the outcomes and record on Compass Plus to support the delivery and evaluation of the careers programme.

Opportunities for access

The Cavendish School offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils and/or their parents or carers.

This policy statement will be evaluated with the Careers Leader and Trust Wide Advisers for Careers and Employability as part of the Compass Evaluation, 3 times each academic year.

If a provider has reason to make a complaint in relation to this statement please email Stephanie Smith (Head of School) via [Ssmith@tcs.tela.org.uk](mailto:Ssmith@tcs.tela.org.uk) who will investigate further.