

## Priory Federation of Academies Trust Policy Statement on Provider Access (PAL)

Updated January 2024

### **Willoughby Academy**

This policy statement sets out the arrangements for managing the access of providers to students, for the purpose of giving them information about the provider's education or training offer. This includes access for colleges, care providers, training providers, and all other post 16 providers, including technical, vocational and academic routes and apprenticeships.

As an Academy, we welcome a range of colleges, training providers and care providers into the academy to speak to our pupils. The Academy ensures compliance with the academy's legal obligations under the Baker Clause, which was introduced as an amendment to the Technical and Further Education Act, 2017. This statement complies with the updated Provider Access Legislation, from January 2023.

As per the statutory guidance, providers who speak to our pupils are invited to speak to all of our learners for whom it is appropriate, and will be provided access to appropriate technology and facilities to deliver a meaningful and impactful session. Providers are invited, and encouraged, to leave any literature or prospectuses in our careers department. Our academy has its own careers programme, using impartial advice that supports pupils in developing a wider appreciation of the opportunities for progression.

#### **Pupil Entitlement:**

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities where appropriate, as part of a careers programme which provides information on the full range of education, training and care options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships where appropriate
- to understand how to make applications for the full range of academic and technical courses if appropriate.

In line with the updated Provider Access Legislation, as a school we offer a minimum of six encounters for all pupils for whom it is appropriate with post-16 providers. These encounters will always be considered based on the appropriateness to our pupils. This is broken down into key phases, where it is relevant: -

**1<sup>st</sup> key phase**    Year 8 or 9    Two encounters for pupils

**2<sup>nd</sup> key phase**    Year 10 or 11    Two encounters for pupils

**3<sup>rd</sup> key phase** Year 12, 13 or 14 Two encounters for pupils

These provider encounters will be scheduled during the academy day 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 students from the provider)
- answer questions from all pupils, including our most vulnerable and those with additional learning needs

The academy day runs from 9:00 am until 3:00 pm.

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, care, apprenticeship, technical, and vocational education providers, to speak to our pupils. Willoughby Academy will also approach these providers directly when planning and organising key career related events throughout the academy year, as outlined in the academy's pupil entitlement statements. Meaningful encounters will be informed by the Careers and Enterprise Company's ['Making it meaningful checklist'](#).

The quality and impact of careers provision at Willoughby Academy is monitored by our Senior Leadership Team, the careers team, the Trust's Strategic Careers Lead, and the Local Governing Body. Access and opportunity to engage with technical, vocational, training and care providers will form part of this process.

The academy will make the main hall, classrooms or private meeting rooms available for discussions between provider and pupils, as appropriate. The academy 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 with the Careers Lead or a member of their team. The academy can also facilitate live, virtual/hybrid delivery mechanisms, where the encounter is meaningful and high quality, following the same standards as a face-to-face encounter.

### Destinations of our pupils

To protect the anonymity of our pupils, our destinations data is suppressed. Pupils from Willoughby Academy have previously moved to a range of providers in the local area:

- Grantham College
- Stamford College
- Linkage
- SENSE
- Home from Home

### 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. All requests should also include the table, attached in Appendix A.

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

**Name of Careers Leader: - Evelyn Cox and Vicki Billyard**

**Careers Leader email address: - [ecox@prioryacademies.co.uk](mailto:ecox@prioryacademies.co.uk) or [vbillyard@prioryacademies.co.uk](mailto:vbillyard@prioryacademies.co.uk)**

**Tel No: - 01778 425203**

### Granting Requests and Refusal of Requests

Once your request has been submitted, the Academy Careers Leader will respond to you as soon as possible. All requests will be given due consideration from the designated Careers Leader and Senior Leadership Team.

The resources you provide, and your presentation, 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 Willoughby Academy, please do not hesitate to contact us.
- Willoughby Academy 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

Willoughby Academy offers the six provider encounters required by law and a number of additional events, integrated into the academy careers programme. We will offer providers an opportunity to come into the academy to speak to pupils and/or their parents or carers.

This policy statement will be evaluated with the Careers Lead and the Head of Apprenticeships and Careers as part of the Compass+ evaluation, three times each academic year.

If a provider has reason to make a complaint in relation to this statement please email Mr E Potter, Head of Apprenticeships and Careers for Priory Federation of Academies Trust ([epotter@prioryacademies.co.uk](mailto:epotter@prioryacademies.co.uk)) who will investigate further.

Approved by

Trustee

Signed by

Trustee

DATE OF APPROVAL: January 2024

DATE OF NEXT REVIEW January 2026

## Appendix A

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

<b>Name of provider requesting access &amp; details of provision</b>	<i>e.g., name of institution, type of institution, any specialist courses</i>
<b>Contact Name at Provider and Contact Details</b>	Name & Job Title: Email address: Telephone number:
<b>Proposed date, time and length of session</b>	
<b>Number of staff who propose to visit</b>	All visitors will be subject to our safeguarding policy, available on the Academy website. A DBS check will not be required.
<b>Aims and objectives of session including year group</b>	<i>e.g., Year 10 Assembly Post 16 Options including entry requirements, courses available, labour market information &amp; sectors relating to courses, positive destinations on completion of courses</i>
<b>Please demonstrate which Gatsby Benchmarks relate to the session and how? (link to information re Gatsby Benchmarks <a href="#">Good Career Guidance   Education   Gatsby</a>)</b>	<i>e.g., <b>BM1</b> After reading Careers Programme, support to further enhance this <b>BM4</b> linking GCSE subjects to career related learning and future progression routes <b>BM7</b> Provide a meaningful encounter of further education</i>
<b>Proposed format, timings and duration of session including facilities and equipment required</b>	<i>e.g., One hour assembly, theatre or main hall to accommodate year group. PowerPoint presentation including videos. Questions and answers session for students. Literature to take away following assembly.</i>

<b>Support required from the academy including staffing</b>	To enable the academy to provide appropriate supervision
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