



## Provider Access Policy Statement (PAL)

Access for colleges, training providers, university technical colleges, universities and all other post 16 providers, including technical, vocational and academic routes and apprenticeships

Updated November 2022



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.

### Pupil Entitlement:

All students 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 students with post 16 providers, as above. This is broken down into key phases: -

**1<sup>st</sup> key phase** Year 8 or 9 Two encounters for students that are mandatory for all to attend

**2<sup>nd</sup> key phase** Year 10 or 11 Two encounters for students that are mandatory for all 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 students from the provider)
- answer questions from all students, including our most vulnerable and those with additional learning needs

Hanham Woods Academy defines an encounter as at least 30 minutes, during the school day.

The school days runs from 8.27am until 3.00pm.

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

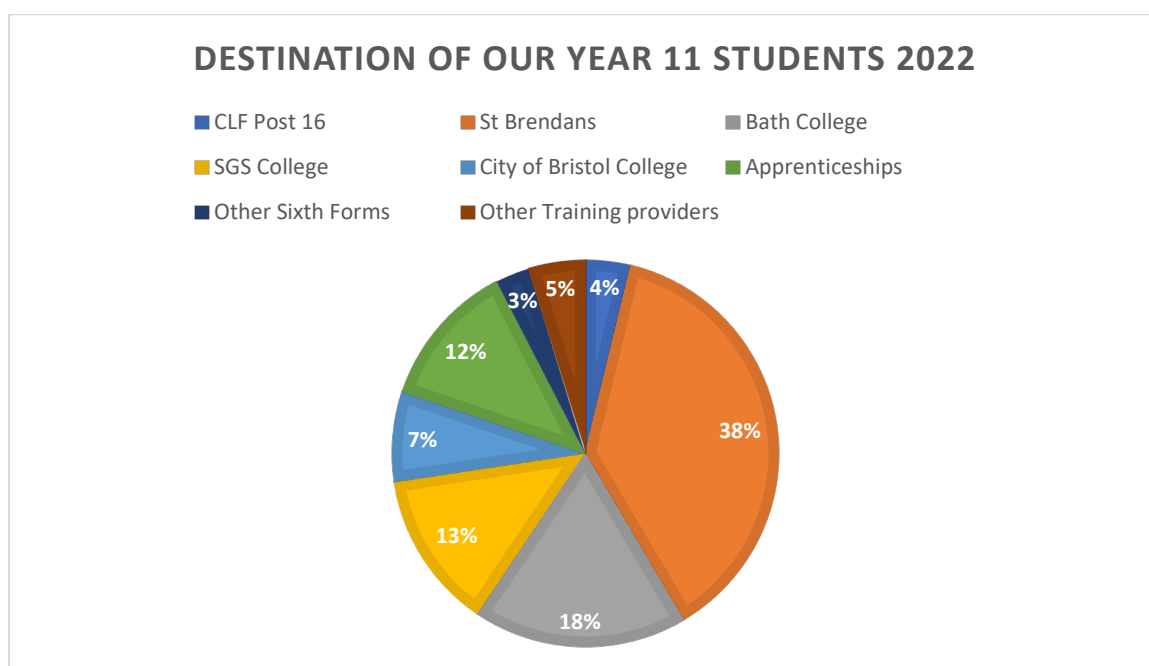
As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational education providers, including University Technical Colleges where appropriate, to speak to our students. Hanham Woods Academy will also approach these providers directly when 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](#).

The quality and impact of careers provision at Hanham Woods is monitored by our Senior Leadership Team, Cabot Learning Federation Central Strategic Careers Lead and the West of England Combined Authority through Compass + auditing. Access and opportunity to engage with technical, vocational and training providers will form part of this process.

Hanham Woods has a range of facilities available for providers to use in support of our careers programme. This includes a school hall, classrooms, conference room, IT rooms, outdoor space and online conference platforms.

### Destinations of our students

Last year our year 11 students moved to range of providers in the local area after school:



- CLF Post 16 4%
- FE Colleges 76%
- Apprenticeships 12%
- Alternative Sixth Form to CLF Post 16 3%
- Other 5%

These providers included:

- CLF Post 16
- St Brendans

- City of Bristol College
- Bath College
- South Gloucestershire and Stroud College
- Access Creative College
- Bristol School of Acting

### **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 Coordinator: - SadeMujkic**

**Careers Coordinator email address: - [sade.mujkic@clf.uk](mailto:sade.mujkic@clf.uk)**

**Tel No: - 0117 440 8900**

**Provider Access: [Hanham Woods Academy Provider Access Request \(office.com\)](#)**

### **Granting Requests and Refusal of Requests**

Once your request has been submitted, the Hanham Wood's Careers Coordinator 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 students and parents before the session. This may be a prospectus, letter, presentation to share with students 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 students 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 students 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 school's Safeguarding policy. For questions on this policy statement or the wider careers programme at Hanham Woods please do not hesitate to contact us.
- Hanham Woods 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**

Hanham Woods offers the six provider encounters required by law 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 students or their parents or carers.

This policy statement will be evaluated by Careers Coordinator and Assistant Principal as part of the Compass Evaluation, 3 times each academic year.

Updated: November 2023

Next review: November 2024