

## Careers Provider Access Legislation (PAL) Policy Statement

Commented [GR1]: I was a bit confused by the title until I did my own research – Would it be worth prefixing the title with the Word “Careers” to provide context

Name of Unit/Premises/Centre/School	The Toynbee School
Date of Policy Issue/Review	September 24/September 25
Name of Responsible Manager/Headteacher	Careers Leader
Governors’ Sub-Committee	Full Governing Board

Commented [GR2]: We still don’t seem to have standardised on a template for these documents...

### 1.0 Introduction

- 1.1 High quality careers education and guidance in school is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps pupils to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### 1.2 Commitment

Toynbee school is committed to ensuring there is an opportunity for a range of education and training providers and employers to access the school to talk to pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships and a range of different careers. Toynbee school is fully aware of the responsibility to set pupils on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

- 1.3 Toynbee school endeavours to ensure that all pupils are aware of all routes to higher skills and can access information on technical options and apprenticeships. This is in line with the Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023)  
[Careers, guidance and access for education and training providers](#)

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### 2.0 Aims

- 2.1 This policy statement sets out the school’s arrangements for managing the access of education and training providers and employers to pupils at Toynbee school for the purpose of giving them information about the provider’s education or training offer and a range of careers pathways. It sets out:

- The procedure in relation to request for access.
- The grounds for granting and refusing requests for access.
- Details of the premises or facilities to be provided to a person who is given access.

### 3.0 Statutory requirements

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

### 3.2 Pupil entitlement

All pupils in years 8 to 11 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.

3.3 For pupils of compulsory school age these encounters are mandatory and there will be a minimum of six encounters for pupils during their time at secondary school.

3.4 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 to:

- 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 pupils.

### 4.0 Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. The school is committed to providing meaningful encounters to all pupils using the following guidelines from the Gatsby benchmarks.

<https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7>

Meaningful online engagement is also an option, and the school is open to providers that can provide live online engagement with our pupils.

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### 5.0 Previous providers

5.1 In previous terms/years the school have invited the following providers from the local area to speak to our pupils:

- Barton Peveril Sixth Form College
- Peter Symonds College

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- Itchen College
- Sparsholt College
- Richard Taunton Sixth Form College
- Totton College
- South Hampshire College Group
- ASK apprenticeships

## 6.0 Destinations of our pupils

6.1 Toynbee Year 11 pupils moved to range of providers in the local area after school including:

- Barton Peveril Sixth Form College
- Peter Symonds College
- Itchen College
- Richard Taunton Sixth Form College
- South Hampshire College Group (Eastleigh, Southampton and Fareham)
- Sparsholt College
- Brockenhurst College

**Commented [gb7]:** Does this need to be in the policy? If yes, it suggests this paragraph should be updated every year with information from previous academic year.

## 7.0 Management of provider access requests

7.1 A provider wishing to request access should contact the Careers Leader via email [admin@toynbee.hants.sch.uk](mailto:admin@toynbee.hants.sch.uk).

## 8.0 Granting and refusing access

8.1 The school's child protection and safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors. Education and Training providers will be expected to adhere to this policy which can be found on the school website.

8.2 The school reserves the right to refuse access to any organisations including those that cannot meet the safeguarding and prevent requirements set out by the school.

**Commented [gb8]:** It should be just the role (Careers Leader) and without the direct phone number. Would the school consider to create a generic email for Careers (e.g. [careers@toynbee.hants.sch.uk](mailto:careers@toynbee.hants.sch.uk))?

**Commented [gb9]:** The school's child protection policy

## 9.0 Opportunities for access

9.1 The school offers the six provider encounters required by law and several additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

9.2 The Toynbee school careers programme can be found on the [Toynbee School - Careers](https://www.toynbee.hants.sch.uk/assets/Documents/Attachments/Careers-programme.pdf) . <https://www.toynbee.hants.sch.uk/assets/Documents/Attachments/Careers-programme.pdf>

9.3 External providers can contact the Careers Leader to identify a suitable opportunity for them to visit the school.

**Commented [gb10]:** Perhaps rephrasing to avoid imperative mood?

## 10.0 Premises and facilities

- 10.1 The school will make the main sports hall, theatre, dance studio or classrooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available Audio Visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.
- 10.2 Meaningful online engagement is also an option, and we are open to providers that ~~are able to~~ can deliver ~~provide~~ live online engagement with our pupils.
- 10.3 Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

## 11.0 Complaints

- 11.1 Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via: [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

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