

Provider Access Legislation (PAL) Policy Statement

Name of UnitSchool	The Toynbee School
Date of Policy Issue/Review	Issue: November 23 Review: November 24
Name of Responsible Manager/Headteacher	Careers Leader
Governors' Sub-Committee	Full Governing Board

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 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/careers-guidance-and-access-for-education-and-training-providers)

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. We are 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 we are open to providers that are able to provide live online engagement with our pupils.

5.0 Previous providers

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

- Barton Peveril Sixth Form College
- Peter Symonds College
- 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 Last year our year 11 pupils moved to range of providers in the local area after school:

- Barton Peveril Sixth Form College
- Peter Symonds College
- Itchen College
- Richard Taunton Sixth Form College
- Eastleigh College
- Sparsholt College
- Southampton College
- Brockenhurst College

7.0 Management of provider access requests

7.1 Procedure

A provider wishing to request access should contact Julia Shaw, Careers Leader, either by phone on 02380 269026 or email : j.shaw@toynbee.hants.sch.uk

8.0 Granting and refusing access

8.1 Our 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 that cannot meet the safeguarding and prevent requirements set out by the school. Similarly, if organisations are deemed by the school to be inappropriate to the age group, they wish to have access to or the request is deemed unreasonable due to loss of curriculum time and this would therefore have a negative effect on pupils.

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 school website and is listed in the annexe of this policy. See Annexe 1
- 9.3 Please speak to our Careers Leader to identify the most suitable opportunity for you.

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 AV 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 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

Annexe 1

Careers Programme – Toyndbee School – Draft copy

YEAR 7 -DISCOVER THE WORLD OF WORK				
Term	Theme	Delivery	By	Gatsby Benchmark
Autumn	Careers Introduction	Linking the curriculum to careers	Teachers	4
Spring	Your future Careers	National Apprenticeship week	Assembly talk	7
		National Careers week - Highlighting different careers in Today's world	Variety of employers	5
		Linking the curriculum to careers	Teachers	4
Summer	Raising aspirations	FE talk	FE college/sixth form	7
		Linking the curriculum to careers	Teachers	4

Year 8 -EXPLORE THE WORLD OF WORK

Term	Theme	Delivery	By	Gatsby Benchmark
Autumn	Careers Introduction	What are the careers for the future & LMI- assembly talk	Careers Leader	2, 3
		Employer talk	Range of Employers	5
		Linking the curriculum to careers	Teachers	4
Spring	Your future Careers	National Apprenticeship week & apprenticeship fair	assembly talk	7
		National Careers week – highlighting different careers in Today’s world	Range of employers	5
		Linking the curriculum to careers	Teachers	4
Summer	Raising aspirations	Further Education talk Assembly talk	Sixth Form/college	7
		Do you want to become an apprentice – assembly talk	Apprenticeship providers	7
		START careers and developing career idea	PSHCE	2, 3
		Dragons Den	Solent LEP/ Employer	5
		Linking the curriculum to careers	Teachers	4

Year 9 – EMPLOYMENT SKILLS AND CHOOSING MY OPTIONS

Term	Theme	Delivery	By	Gatsby Benchmark
Autumn	Careers Introduction	What are the careers for the future & LMI	Careers leader	2, 3
		Employer talk	Variety of employers invited into school	5
		Linking the curriculum to careers	Teachers	4
Spring	Your future Careers	GCSE options assembly talk	Careers leader	3
		National Apprenticeship week (Feb) & apprenticeship Fair	Range of apprenticeship providers	7
		National Careers week (March) – highlighting different careers in the world today	Range of employers	5
		Linking the curriculum to careers	Teachers	4
Summer	Raising aspirations	Higher Education Assembly talk	Universities	7
		Introduce START online -start exploring careers my strengths and weaknesses & my aspirations and how to reach them	PSHCE	2,3
		Careers activity day	Employers	5
		Linking the curriculum to careers	Teachers	4

YEAR 10 – EXPERIENCE THE WORLD OF WORK

Term	Theme	Delivery	By	Gatsby Benchmark
Autumn	Exploring the world of work	Introduction to finding work experience & LMI	PSHCE/careers leader	2, 3
		Information talks for pupils & parents on next steps – post 16	Careers leader	7
		Information on apprenticeships & T levels	Apprenticeships provider/ college	7
		Careers Fair	FE, HE, apprenticeship providers, employers	5, 7
		1:1 Career advice for EHCP/SEN/LAC pupils	Careers advisor	8
		HE assembly talk	University	7
Spring	Employability	Linking the curriculum to careers	Teachers	4
		Applying for work experience, Employability skills & Interview skills	PSHCE	2,3
		Virtual work experience – assembly talk	Virtual WEX provider	7
		National apprenticeship week & apprenticeship fair	Range of apprenticeship providers	7
		National careers week	Range of Employers	5
		1:1 Career advice for EHCP/SEN/LAC pupils	Careers advisor	8
Summer	Raising Aspirations	Linking the curriculum to careers	Teachers	4
		MOCK interviews day	Range of employers	5
		Work experience	Range of employers	5
		Taster days at FE colleges	Sixth forms & colleges	7
		Career activity – team building	Employer	5



		Linking the curriculum to careers	Teachers	4
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