



**Swanshurst School**

**Careers Programme Information:  
Provider Access Legislation (PAL)**

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## **Swanshurst School: Provider Access Policy (PAL)**

### **1 Introduction**

- 1.1 This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **2 Pupil entitlement**

- 2.1 All pupils in years 8 to 13 are entitled:
- 2.1.1 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
  - 2.1.2 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
  - 2.1.3 to understand how to make applications for the full range of academic and technical courses.
- 2.2 For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.
- 2.3 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:
- 2.3.1 share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
  - 2.3.2 explain what career routes those options could lead to
  - 2.3.3 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)
  - 2.3.4 answer questions from pupils

### **3 Meaningful provider encounters**

- 3.1 One encounter is defined as one meeting/session between pupils and one provider
- 3.2 Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### **4 Previous providers**

- 4.1 In previous terms/years we have invited the following providers from the local area to speak to our pupils: Birmingham Metropolitan College, Gordon Franks Training, Solihull College,

South & City College, University College Birmingham, Project Ask, SwiftCC and local universities including Birmingham City University and The University of Birmingham.

## 5 Destinations of our pupils

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

Sixth Form	Sixth Form College	Further Education College	Apprenticeship	Other (not available – health)
46%	29%	23%	1%	1%

5.2 Last year our year 13 pupils moved to a range of providers after completing their level 3 studies:

University	Apprenticeship	Employment	Further Education
80%	4%	15%	1%

## 6 Management of provider access requests

6.1 A provider wishing to request access should contact Mrs D Beckford, 14 -19 Coordinator (Careers Leader) either by email [dbeckford@swanshurst.org](mailto:dbeckford@swanshurst.org) or by telephone 0121 464 2400

## 7 Opportunities for access

7.1 The school offers the six provider encounters by law (encounters) and several other events (additional), 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.

7.2 Please speak to our careers Leader to identify the most suitable opportunity for you.

Year Group	Autumn Term	Spring Term	Summer Term
8	<b>Encounter 1</b> Options Event - career related workshops covering pathways, Labour Market Information (LMI) with employers. Apprenticeship and university presentations with Q&A	<b>Encounter 2</b> Employer event for pupils – workshops including transferrable skills and pathways with Q&A	<b>Additional 1</b> STEAM workshops & pathways into STEAM
9		<b>Encounter 3</b> Technical & Vocational Pathways presentation with local college/training provider with Q&A	<b>Additional 2</b> Employer & post 16 provider roadshow for pupils – pathways; preparation for the world of work and work experience <b>Additional 3</b> CV writing & employability workshops
10			<b>Encounter 1</b> Post 16 Technical & Vocational Pathways presentation with local college/training provider with Q&A <b>Encounter 2</b> Post 16 Apprenticeship Presentation with Q&A

			<i>Post 16 interviews Small Group – Technical/Vocational tasters at local colleges/training providers</i>
11	<b>Encounter 3</b> Post 16 Technical presentation local college/training provider with Q&A <b>Encounter 4</b> Post 16 apprenticeship presentation with Q&A <i>Post 16 interviews  Small Group sessions for post 16  entry, level 1 with F.E. college</i>	<i>Small Group session for post 16 apprenticeships with training providers</i>	<i>Confirmation of post 16 education and training destinations for all pupils</i>
12	<b>Encounter 1</b> H.E. presentation including degree apprenticeships with Q&A <b>Encounter 2</b> Apprenticeship presentation with Q&A <b>Additional 1</b> H.E. presentation with Q&A		<b>Encounter 3</b> Apprenticeship/HE presentations with Q&A <b>Additional 2</b> Post 18 workshops – post 18 pathways including personal statement writing for F.E., H.E. & employment & mock interviews
13	<b>Additional 3</b> Finance presentation with Q&A	<i>Small Group session for post 16 apprenticeships with training providers</i>	

## 8 Premises and facilities

- 8.1 The school will make the main hall, classrooms or private meeting rooms 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 or other nominated staff member.
- 8.2 Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.
- 8.3 Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader.

## 9 Review of Policy

The policy is reviewed annually by the Headteacher or nominated senior leader and approved by the Governing Body. We will monitor the application and outcomes of this policy to ensure it was working effectively.

Approved: September 2022

Next review: September 2023

Amended: January 2023