

<b>Name of Policy</b>	<b>Provider Access Legislation Policy</b>
<b>School Lead</b>	Head of Applied Learning
<b>Governor Lead</b>	FGB
<b>Date of last Review</b>	January 2024
<b>Date of Approval</b>	30 January 2025
<b>Date of next Review</b>	January 2026
<b>Links to other policies</b>	<p>This Policy Should be read in conjunction with</p> <ul style="list-style-type: none"> <li>The CEIAG Policy 2023</li> <li>The Careers Entitlement Statement For Students</li> <li>The Careers Entitlement Statement For Parents</li> <li>The Careers Programme Over-view</li> <li>Pilgrim Work Experience Policy</li> <li>The PSHE Policy</li> <li>The Safeguarding And Child Protection Policy</li> </ul>
<b>Chair of Governors sign off signature and date</b>	<p><i>B. Temple</i> 30.1.25</p>

## **Provider Access Policy Statement (Careers And Guidance)**

### **1 Introduction**

This policy statement refers to arrangements for The Provider Access Legislation (PAL). This strengthens the existing legislation of the 'Baker Clause' and came into operation January 2023.

The statement stipulates how The Pilgrim School complies with legislation and sets out arrangements for managing the access of providers to the school for the purpose of giving information about the provider's education or training offer. This complies the school's legal obligations under Section 42B of the 1997 Education Act

### **2 Statutory Requirements**

Schools are required to ensure that there is an opportunity for a range of education and training providers for pupils to access in years 8 to 13 for the purpose of informing them about approved technical education, qualifications or apprenticeships

### **3 Pupil Entitlement**

3.1 All pupils in years 8 to 11 at The Pilgrim School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at transition points from key stage 3 to key stage 4 and leaving The Pilgrim School at the end of Y11
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

3.2 Encounter with providers

- Encounters are mandatory and each pupil should encounter two such encounters in Years 8 to 9 and two in year 10-11
- Encounters should be scheduled during the main school hours and providers should be given sufficient time to explain their provision
- One encounter is defined as one meeting/session between pupils and one provider.

- Pupils should also have opportunity to investigate and experience vocational courses and lessons before they make decisions of options in year 9.

3.3 Encounters are an opportunity for the provider to:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- 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)
- Explain what career routes those options could lead to
- Answer questions from pupils

3.4 Encounter opportunities for all Pilgrim Pupils

We welcome providers who can:

- Offer encounters online in addition to/ or as an alternative to encounters at a base
- Offer encounters at all three of our bases – Amber Hill, Lincoln and Baumber
- Offer encounters online to pupils who are educationally supported in the home. This could be on an individual basis or on-line while delivering provision to pupils at a base
- Be empathic to the range of needs of pupil pupils

3.5 Encounter access opportunities

Several events are offered to base and home taught pupils (via visit to base or joining online) which are integrated into The Pilgrim School Career programme. This includes:

- Tutorials and tutorial workshops
- Collapsed career and enterprise focussed half days
- PSHE/ careers lessons
- Wellbeing On Wednesday (WOW) sessions
- Group sessions and workshops
- Individual meetings with pupils, parents and carers
- Review meetings
- Visits and trips

3.6 Local providers to include:

- Local colleges, universities and apprenticeship providers
- InspireU and NACRO
- A group of local providers to be set up by Careers And Enterprise Hub Advisor

- Providers recommended by Governors, staff, parents and care or requested by pupils
- Ex students

**Note:** In addition to accessing The Pilgrim School Career Curriculum Y11 pupils who are single or dual registered will also have from September 2024 access to an independent and impartial career level 6 advisor who they are familiar with at The Pilgrim School. This opportunity is open to all base and home pupils. Pupils can also be supported by Pilgrim staff to access career activities and online career support from their own school

#### **4 Management Of Provider Access Request**

4.1 A provider wishing to request access should contact Mr Neil Blackwell [neil.blackwell@pilgrim.lincs.sch.uk](mailto:neil.blackwell@pilgrim.lincs.sch.uk) (School Community Liaison Manager) who will make arrangements with The Head Of Applied Learner and Executive Assistant Head Teacher the best time and format for the encounter to take place in. He will also ensure the provider is aware of any particular or additional needs a pupil/pupils may have. The Pilgrim School has in place a rolling calendar programme of providers and encounters

All providers' requests for access will be considered, however, access may not be granted if the timing is thought to be inappropriate or disruptive to learning and assessment or detrimental to pupils' physical or mental health. An alternative opportunity may be offered.

#### 4.2 Safeguarding

Our Safeguarding and Child Protection Policy outline the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to these policies.

#### 4.3 Premises and facilities

The Pilgrim School has a range of rooms at bases for external providers to use. We have small rooms for individual meetings and larger rooms with white-board access for larger groups. Providers will need to identify to the Liaison Manager what facilities they will need so that arrangements for booking of rooms can be made.

#### **5 Monitoring and Recording**

Initial Liaison and booking arrangements – responsibility of Neil Blackwell

Recording of encounters – responsibility of base/home admin staff and PSWS team. PSWSs are to inform Lauren Bellingham of those participating for entry onto Edgen

**Note:** All encounters will be recorded on Monitoring and Tracking of PSHE/Careers and Personal Development Document which is overall managed by Executive Assistant Head Teacher

## 6. Evaluation

Policy, processes and procedures will be evaluated by:

- Recording of encounters on personal development document
- Pupil personal development files
- Pupil PSHE/Career files (Edgen)
- Pupil voice and feedback
- Parent and carers' feedback
- Staff feedback
- Evidence of Criteria of Benchmark
- Career and Enterprise evidence files
- Recording of tutorial/workshop schedules
- Individual pupils review and meetings
- Deep Dive and review of PSHE, Personal Development, SMSC and Careers curriculum

## Contacts

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