



## 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 September 2023**

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

### **Aims:**

Salesian School Policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career's pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about the opportunities for education and training outside of school before making crucial choices about their future options.

### **Pupil Entitlement:**

All students 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 assemblies, PSHE lessons, 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:

- Year 8 or 9-Two encounters for students that are mandatory for all to attend.
- Year 10 or 11 -Two encounters for students that are mandatory for all to attend.
- Year 12 and 13 -Two encounters for students that are mandatory for the school to put on but optional for pupils 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.

Salesian School defines an encounter as at least 30 minutes during the school day. The school days runs from 8.45 a.m. until 3.10 p.m.

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. Salesian School will also approach these providers directly when planning and organising key career related events throughout the school year such as school assemblies, careers lessons during PSHE, 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 Salesian School is monitored by our Careers Leader, Senior Leadership Team and the Surrey Careers Hub through Compass+ auditing. Access and opportunity to engage with technical, vocational, and training providers will form part of this process.

### **Premises and Facilities**

Salesian School has a range of facilities available for providers to use in support of our careers programme. This includes a school hall, classrooms, I.T. rooms, outdoor space and online conference platforms.

The school will also make available access to IT support for provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the careers office or for the careers section of the school library. This is available to all students during lunch and breaktimes.

### **Y11- Destinations of our students - 2023**

Our Year 11 students moved to range of providers in the local area after school:

- Sixth Form           81%
- FE Colleges         18%

- Apprenticeships 1%

These providers included:

- Merrist Wood College
- Guildford College
- BCA
- Hampton and Richmond Football Academy
- Cardinal Netball Academy
- MIT Skills Training Provider Apprenticeship

### **Y13 - Destination of our students - 2023**

Our Year 13 students moved to range of providers in the local area and further afield after school:

- University 81%
- Employment 7%
- Apprenticeships 3%
- Gap Year 9%

**Of the students who started apprenticeships, they joined organisations such as BP, TNT, and Race Technologies Autofficina.**

#### **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 Leader:** - Lorraine Petheram

**Careers Leader email address:** - [lpetheram@salesian.surrey.sch.uk](mailto:lpetheram@salesian.surrey.sch.uk)

**Tel No:** - 01932 582 577

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

Once your request has been submitted, Salesian School's Careers Leader will respond to you within 10 working days. All requests will be given due consideration by the 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 Salesian School, please do not hesitate to contact us.
- Salesian School will keep a log of all provider requests for access and the outcomes and record on Compass+ to support the delivery and evaluation of the careers programme.

## **Opportunities for access**

Salesian School 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.

## Appendix 1 – Salesian School Careers Programme

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<ul style="list-style-type: none"> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> <li>- Designated Subject Career Ambassadors for all subjects- linking curriculum learning to careers. For example, careers subject starters, guest lectures and employability activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers presentations by guest speakers during PSHE. For example, to explore Post 16-18 Academic &amp; Technical Pathways, Demystifying Gender Stereotypes and understanding Employability Skills.</li> <li>- Introduction to Unifrog careers platform in PSHE for all students.</li> <li>- Future Skills Questionnaire to understand students' careers knowledge and skills.</li> <li>- Encouraging STEM careers session held in PSHE for all students.</li> <li>- National Apprenticeship Week (February) and National Careers Week (March) standalone and in department careers activities.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> </ul>

<p><b>Year 8</b></p>	<ul style="list-style-type: none"> <li>- Encouraging STEM careers session held in PSHE for all students. For e.g. The British Army and NHS – STEM Careers.</li> <li>- Careers presentations by guest speakers during PSHE. For example, to explore Post 16-18 Vocational &amp; Technical Pathways.</li> <li>- Visit to Brooklands Innovation Academy and STEM Careers Fair *for a select group of students</li> <li>- LMI Refresher &amp; Introduction to Careers Terminology. LMI Sources include - Unifrog, National Careers Service and Careers Pilot.</li> <li>- Unifrog Workshops -to research careers by subject interests, extra-curricular interests, and values.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career’s office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Newsletter .</li> </ul>	<ul style="list-style-type: none"> <li>- National Apprenticeship Week (February) and National Careers Week (March) standalone and in -department careers activities completed.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career’s office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career’s office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> </ul>
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	<ul style="list-style-type: none"> <li>- Designated Subject Career Ambassadors for all subjects- linking curriculum learning to careers. For example, careers subject starters, guest lectures and employability activities.</li> </ul>		
<b>Year 9</b>	<ul style="list-style-type: none"> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- Designated Subject Career Ambassadors for all subjects- linking curriculum learning to careers. For example, careers subject starters, guest lectures and employability activities.</li> </ul>	<ul style="list-style-type: none"> <li>- World of Work- Careers Fair. 30+ employers.</li> <li>- Unifrog Workshops-career exploration.</li> <li>- GCSE Options and Post 16-18 Pathways workshops during PSHE for all students (academic, vocational and technical pathways explored).</li> <li>- PSHE employability skills focus for all students.</li> <li>- National Apprenticeship Week (February) and National Careers Week (March) standalone and in department careers activities completed.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company .</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>-</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>- Selected students begin NCFE L2 Diploma in Occupational studies.</li> <li>- All students complete Post 16-18 Research</li> </ul>	<ul style="list-style-type: none"> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company .</li> </ul>	<ul style="list-style-type: none"> <li>- Subject-specific assemblies exploring A Levels, BTECs and career aspirations.</li> </ul>

	<p>and Exploration Workshop with Innervate Careers Company.</p> <ul style="list-style-type: none"> <li>- All students have access to 1-2-1 and group careers advice through Innervate.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- Designated Subject Career Ambassadors for all subjects- linking curriculum learning to careers. For example, careers subject starters, guest lectures and employability activities.</li> <li>- RONI (Risk of neither in education, employment, or training &amp; NEET) provision for up to 20 students to complete FOCUS YOU run by HEON to support their academic attainment during Year 10 and Year 11.</li> </ul>	<ul style="list-style-type: none"> <li>- The Brilliant Club-Scholars Programme. Selected students only.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers Week including work experience (2 days), university visit, CV writing, goal setting, and exploring apprenticeship workshops.</li> <li>- Careers Insight Day- NHS-Clinical and Non-Clinical roles.</li> <li>- Unifrog Workshop - reflection on careers week.</li> <li>- Exploration Workshops- -AI and Futuristic Careers and the Green Economy.</li> <li>- College Open Day including Oxbridge and vocational provision</li> <li>- Brooklands College visit (for selected students)</li> <li>- Aspirations Trip- Oxbridge for selected students.</li> <li>- The Brilliant Club-Scholars Programme. Selected students only.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>- PSHE workshops include Interview Skills</li> </ul>	<ul style="list-style-type: none"> <li>- Year 11 Leadership Team interviews.</li> </ul>	<ul style="list-style-type: none"> <li>- Year 11 "into College" transition work.</li> </ul>



	<p>Masterclass, Career Exploration using Unifrog’s Psychometric tests,</p> <ul style="list-style-type: none"> <li>- Post 16-18 Academic , Vocational and Technical Pathways talks with universities and local colleges.</li> <li>- Self Employment &amp; Entrepreneurial Spirit talk.</li> <li>- RONI (Risk of neither in education, employment, or training &amp; NEET) provision for up to 10 students providing a leadership team coach to support their academic attainment during Year 11.</li> <li>- RONI &amp; Oratory students -provision for up to 20 students to complete FOCUS ACHIEVE run by HEON to support their academic attainment during Year 11.</li> <li>- Future Skills Questionnaire to understand students’ careers knowledge and skills.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature</li> </ul>	<ul style="list-style-type: none"> <li>- College Life Assembly.</li> <li>- College Taster Day which includes subject taster lessons,</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career’s office, Y11 Common Room, Y13 LRC, and the library.</li> </ul>	<ul style="list-style-type: none"> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career’s office, Y11 Common Room, Y13 LRC, and the library.</li> </ul>
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	<p>available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</p> <ul style="list-style-type: none"> <li>- Selected students visit local vocational and technical colleges such as Brooklands, Guildford and Merrist Wood .</li> <li>- Designated Subject Career Ambassadors for all subjects- linking curriculum learning to careers. For example, careers subject starters, guest lectures and employability activities.</li> </ul>		
<b>Year 12</b>	<ul style="list-style-type: none"> <li>- Cambridge admissions talk at St George's- Medics.</li> <li>- Clinic Shadowing for aspiring medics - Kingston Medical Centre.</li> <li>- Assembly on importance of super-curricular and extra-curricular.</li> <li>- Launch of College enrichment programme (including Medical Society, Young Enterprise,)</li> <li>- Thursday Inspire Speakers Programme – guest speakers from STEM, Creative Arts and Humanities related industry sectors.</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> </ul>	<ul style="list-style-type: none"> <li>- St Hilda's College (Oxford University) visit</li> <li>- College enrichment programme continued</li> <li>- Higher Education Visit (UCAS) Fair.</li> <li>- The Brilliant Club- Scholars Programme. Selected students only.</li> <li>- Clinic Shadowing for aspiring medics -Kingston Medical Centre.</li> <li>- Thursday Inspire Speakers Programme – guest speakers from STEM, Creative Arts and Humanities related industry sectors.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers.</li> </ul>	<ul style="list-style-type: none"> <li>- Unifrog workshops. Key focus - research tools to prepare applications for UCAS and World of Work.</li> <li>- PSHE lessons on writing a CV &amp; covering letter, LinkedIn masterclass, interview techniques, work experience preparation.</li> <li>- Work Experience Week- 24<sup>th</sup> -27<sup>th</sup> June 2024.</li> <li>- Post-18 options day, which includes guidance on writing a personal statement and researching apprenticeship pathways.</li> <li>- College enrichment programme continued.</li> <li>- Visit to University – tour, talks from campus ambassadors and admissions team.</li> </ul>

	<ul style="list-style-type: none"> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- Designated Subject Career Ambassadors for all subjects- linking curriculum learning to careers. For example, careers subject starters, guest lectures and employability activities.</li> </ul>	<p>General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</p>	<ul style="list-style-type: none"> <li>- Thursday Inspire Speakers Programme – guest speakers from STEM, Creative Arts and Humanities related industry sectors.</li> <li>- All students have access to 1-2-1 careers advice through Innervate Careers Company.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>- National Apprenticeship Show (Higher and Degree Apprenticeships).</li> <li>- Surrey schools Oxbridge interview evening at St George's</li> <li>- College enrichment programme (including Medical Society and , Young Enterprise).</li> <li>- Future Skills Questionnaire to understand students' careers knowledge and skills.</li> <li>- Thursday Inspire Speakers Programme – guest speakers from STEM, Creative Arts and Humanities related industry sectors.</li> <li>- PSHE Lessons- Preparing for Post-18 Pathways -independent</li> </ul>	<ul style="list-style-type: none"> <li>- Year 13 careers interviews with professionals for all students.</li> <li>- Year 13 leadership team interviews.</li> <li>- College enrichment programme continued.</li> <li>- Thursday Inspire Speakers Programme – guest speakers from STEM, Creative Arts and Humanities related industry sectors.</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> </ul>	<ul style="list-style-type: none"> <li>- College enrichment programme continued.</li> <li>- Thursday Inspire Speakers Programme – guest speakers from STEM, Creative Arts and Humanities related industry sectors.</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> </ul>

	<p>living; budget planning and practical life skills.</p> <ul style="list-style-type: none"> <li>- Apprenticeship Workshops with TFL and Alps Surrey and Parent Webinar with TFL .</li> <li>- All students have access to 1-2-1 careers advice through Innervate.</li> <li>- Careers Newsletter distributed weekly to all students in Y7-13 and displayed on the website for parents/carers. General careers literature available for students in the career's office, Y11 Common Room, Y13 LRC, and the library.</li> <li>- Designated Subject Career Ambassadors for all subjects- linking curriculum learning to careers. For example, careers subject starters, guest lectures and employability activities.</li> </ul>		
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## Complaints

If a provider has reason to make a complaint in relation to this statement, please email Mr Joe Matthews, Assistant Headteacher for Careers, [jmatthews@salesian.surrey.sch.uk](mailto:jmatthews@salesian.surrey.sch.uk) at Salesian School, who will investigate further or subsequently you can contact [The Careers & Enterprise Company](https://www.careersandenterprise.co.uk) on [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### DATE OF APPROVAL:

September 2023

### DATE OF NEXT REVIEW:

September 2024