



## **Careers Education at On Track Westbury: Provider Access Policy Statement**

*(Ref: The Department of Education, July 2021: "Baker Clause" and the Provider Access Legislation, January 2023 - please see appendix)*

**Ownership: On Track Westbury**

**Date: December 2024**

**Rationale:** 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 students to choose their pathways, improve their life opportunities, become the best version of themselves 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 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications and there is an expectation that all schools adhere to the Provider Access Legislation (2023)\*

### **Commitment**

On Track Westbury is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The On Track Westbury is fully aware of the responsibility to set students 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.

The On Track Westbury endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The DoFE, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### **Aims**

The On Track Westbury 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 pathways available to them, including technical qualifications and apprenticeships.

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

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

### **Student Entitlement**

On Track Westbury fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will endeavour to comply with the legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done through a range of opportunities e.g. National Apprenticeship Week and National Careers Week activities, tutor time, subject T & L, in addition to providers attending local careers events.

### **Development**

This policy has been developed and is reviewed annually by the Careers Leader and the DHT based on current good practice guidelines by the Department for Education.

### **Links with other policies**

It supports and is underpinned by key school policies including Safeguarding & Child Protection, Equality and Diversity, and SEND.

### **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. On Track Westbury is committed to encouraging all students to make decisions about their future based on impartial information.

### **Requests for access by providers**

Requests for access should be directed to the Deputy Headteacher, Careers Leader. R Edwards may be contacted by telephone or email, [redwards@ontrackeducation.com](mailto:redwards@ontrackeducation.com) Tel:01373 859803.

### **Grounds for granting requests for access**

Access will be given for providers to attend during the school day and/or any Careers / Raising Aspirations events that On Track Westbury arranges. Students may also travel to visit another provider organised in partnership with the On Track Westbury team.

### **Details of premises or facilities to be provided to a person who is given access**

The On Track Westbury will provide facilities where possible. Many rooms have a computer/projector/screen. A computer room can also be arranged. The school will organise this, working closely with the provider to ensure the facilities are appropriate. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the school staff.

### **Live/Virtual encounters**

The On Track Westbury will consider live online encounters with providers where requested, and these may be broadcast into the classroom. Technology checks in advance will be required to ensure compatibility of systems.

### **Parents and Carers**

Parental & carer involvement is encouraged (we particularly welcome business/skills/trade contacts) When practicable parents/carers may be invited to attend the events to meet the providers.

### **Leadership**

The Deputy Headteacher coordinates all provider requests and will ensure that staff/students/[parents & carers are informed of any events.

### **Complaints Procedure**

Any complaints about this policy should be raised to the headteacher [cgillam@ontrackededucation.com](mailto:cgillam@ontrackededucation.com)

### **Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the On Track central team.

Policy Coordinator: R Edwards

Policy Reviewed: December 2025

Appendix: A Provider Access Legislation (PAL) encounter is a meeting between a school and a provider of apprenticeships or technical education for the purpose of helping students learn about non-traditional academic routes. PAL is a set of requirements that schools in England must meet to help students understand and take up these options:

- **Number of encounters:** Schools must provide at least six encounters with approved providers:
  - **First key phase:** Two mandatory encounters for all pupils in years 8 or 9
  - **Second key phase:** Two mandatory encounters for all pupils in years 10 or 11
  - **Third key phase:** Two encounters that the school must put on but are optional for pupils to attend in years 12 or 13
- **When encounters must happen:** All six encounters must happen during the standard school day
- **How encounters should take place:** Most encounters will be face-to-face, but schools can use a blended approach with virtual engagement if needed
- **What types of encounters can take place:** Examples include provider talks, workshops, and generic training
- The Provider Access Legislation (PAL) mandates schools to provide all learners with a minimum of two encounters with approved providers of apprenticeships and technical education in Key Stage 3, and two encounters in Key Stage 4.