

West Park School

'A caring school where we put pupils and their achievement first'



Provider Access Legislation (PAL) Policy

Policy Owner:	Careers Lead
Date of last Review:	January 2025
Date of next Review:	January 2026



Rationale

High quality careers education and guidance in school or college 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 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

West Park School is committed to ensuring there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships. West Park 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.

West Park School endeavours to ensure that all pupils are aware of all routes to higher skills and are able to access information on technical options and apprenticeships.

Pupil entitlement

This policy statement sets out West Park School's arrangements for meeting the legislation which requires schools to provide at least six encounters with approved providers of apprenticeships and technical education for all their pupils. All six encounters must happen for a reasonable period of time during the standard school day:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend by 28th February of Year 9.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend by 28th February of Year 11.
- *Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend. NOT APPLICABLE TO WEST PARK SCHOOL.*

Current provision includes the following opportunities as a **minimum**. The Careers Leaders will attempt to respond to additional opportunities as they arise or if a need is identified.

Key Phase	Timescale	Encounter
'First' Year 8 & 9	Spring Term Year 8	Industry Day – employers and providers invited into school to deliver workshops to full Year 8 cohort.
	Spring Term Year 9	Derby College deliver assembly ahead of Options process to provide information on the range of pathways available at Post 16.
'Second' Year 10 & 11	Summer Term Year 10	Post 16 Fair. Full cohort attends allocated timeslot to visit stands from full range of Post 16 providers and employers.
	Autumn Term Year 11	A range of providers each deliver an assembly to cover all main pathways.



West Park School will ask each provider to provide information to pupils that, as a minimum, includes:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
- information about the careers to which those technical education qualifications or apprenticeships might lead.
- a description of what learning or training with the provider is like.
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

Equality and Diversity

West Park School will not do anything which might limit the ability of pupils to attend. Access to other providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. West Park School is committed to encouraging all pupils to make decisions about their future based on impartial information.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, and occasionally through drop-down sessions which supersede the normal school timetable. All access will be granted at the discretion of West Park School and disruption to the normal timetable must be agreed with the Senior Leadership Team. Pupils may also travel to visit another provider as part of the trip to be organised by West Park School. Access will not be granted in any circumstance which contravenes the school safeguarding policy.

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

West Park School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms or laptop access can also be arranged. The Careers Leaders will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out if required, however providers will be met and supervised by a member of the Careers Team who will facilitate in most cases. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers section of the school library.

Live/Virtual encounters

West Park School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Management of provider/employer access requests

The Careers Leader coordinates all provider requests and is responsible to his/her senior leadership line manager. A provider wishing to request access should contact our careers leaders:

Direct: 01332 821930

Main School: 01332 662 337 Ext: 317

careers@westpark.derby.sch.uk

Complaints Procedure

Any complaints about this policy should be raised to info@westpark.derby.sch.uk



Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Careers Leaders

Policy Reviewed: January 2025.

Appendix

Providers who have been invited into West Park School to date include:

Prostart Training	EMA Training
Born To Perform College	Bilborough College
Landau Forte College	Royal Navy
ESPFA	UTC Derby
Derby County Community Trust	Balfour Beatty
Derby Homes Ltd	Alstom
Derby College Group	Derby City Council
Lees Brook Academy	Access Training East Midlands Ltd
Rolls Royce	Burton and South Derbyshire College
Derbyshire Police	Stepnell Construction
Learning Unlimited (part of Chesterfield College Group)	George Spencer Academy
Friesland Sixth Form	Chellaston Academy
University of Derby	Learning Curve Hair & Beauty Academy
DHL	Juniper Training
RAF	G3A Football Academy
St Benedict's CVA	YMCA
Althaus Digital	Alleestree Woodlands School
DBC Training	Ecclesbourne School
	Cathedral School, Derby

Destinations of previous pupils from West Park School include:

Apprenticeship Brookfield Day Nursery	Ecclesbourne Sixth Form
Belper Sixth Form	Friesland Sixth Form
Bilborough College	George Spencer Sixth Form
Born 2 Perform, Spondon	KT Performing Arts College
Burton Football Club Scholarship	Learning Curve Hairdressing
Community Construction-Chameleon College	RAF
Confetti	Rolls Royce
Derby Cathedral School Sixth Form	White Rose Beauty
Derby College	Wilsthorne Sixth Form
Derby County Community Trust	