

Ormiston Academies Trust

Ormiston Chadwick Academy

Provider access policy statement (PAL)

Access for colleges, training providers, universal technical colleges, universities, and all other post-16 providers, including technical, vocational, and academic routes and apprenticeships.

Policy version control

Policy type	Statutory, OAT mandatory template
Author	Rachel McCarthy, National Lead Practitioner for Enrichment
In consultation with (in 2024)	<p>Natasha Rancins, National Director of Secondary Education</p> <p>P. Hartley, Career Leader Development Consultant, CEC (Careers & Enterprise Company)</p> <p>J. Sykes, Director of CEIAG, Co-op Academies</p> <p>V. Flanagan, Enhanced Career Leader, Ormiston NEW Academy</p> <p>F. Compton, Enhanced Career Leader, Ormiston Rivers Academy</p>
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1. Introduction

- 1.1. Ormiston Chadwick Academy is committed to supporting our students to make informed decisions about their future pathways. We act impartially, in line with our statutory duties, to ensure that we promote a full range of academic routes, technical routes and apprenticeships. We believe that it is vital to ensure that all pupils are aware of the benefits of apprenticeships, T levels and other approved technical qualifications and can consider them, alongside academic options, when making decisions about their next steps, aiming to reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment, or training).
- 1.2. This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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, the legal duty known as the 'Baker Clause', 2018 and the Skills and Post-16 Education Act 2022.
- 1.3. The quality and impact of careers provision at Ormiston Chadwick Academy is monitored by the Career Leader, our Senior Leadership Team, the National Lead Practitioner Enrichment Careers and OAT, based on current good practice guidelines by the Department for Education. Access and opportunity to engage with technical, vocational, and training providers will form part of this process.
- 1.4. Links with other policies. This policy supports and is underpinned by key school policies, including those for Careers, Child protection, Equality and diversity, and SEND.
- 1.5. 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. Ormiston Chadwick Academy is committed to encouraging all students to make decisions about their future based on impartial guidance.

2. Pupil entitlement

2.1. Meaningful provider encounters

- 2.1.1. One encounter is defined as one meeting/sessions between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist. [Making it Meaningful: Benchmark 7 | CEC Resource Directory \(careersandenterprise.co.uk\)](#)
- 2.1.2. As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational educational providers, including University Technical Colleges where appropriate, to speak to our students. Ormiston Chadwick Academy will also approach these providers directly when planning and organising key career related events throughout the school year, such as school assemblies, webinars within the curriculum, including live events, careers management events and parents' evenings.

2.2. Pupil entitlement

2.2.1. The Baker Clause is legally enforceable, and our academy is committed to meeting its requirements. All pupils in years 8 to 13 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 options events, assemblies and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses

2.2.2 Minimum frequency and key stage

2.2.3. *All pupils are entitled access to post-16 providers on a **minimum of two occasions** during each of the first, second and third key phases of their education.*

2.2.4. *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.*

2.2.5. We define the phases as:

- **First key phase:** the period beginning at the same time as the school year in which the majority of pupils in the pupils' class attain the age of 13 and ending with 28 February in the following school year (Year 8 and between 1 September and 28 February during Year 9)
- **Second key phase:** the period beginning at the same time as the school year in which the majority of pupils in the pupils' class attain the age of 15 and ending with 28 February in the following school year (Year 10 and between 1 September and 28 February during Year 11) and
- **Third key phase:** the period beginning at the same time as the school year in which the majority of pupils in the pupils' class attain the age of 17 and ending with 28 February in the following school year (Year 12 and between 1 September and 28 February during Year 13)

2.2.6. *For pupils of compulsory school age these encounters are **mandatory** for all to attend and there will be a minimum of two encounters for **year 8 to 9** pupils and two encounters for **year 10 to 11** pupils. For pupils in **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.*

2.2.7 Content of the provider encounters

2.2.8. We ensure that each registered pupil meets with a representative range of education and training providers to whom access is given and that the providers will provide the following set of prescribed information, as a minimum:

- 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 the learning or training with the provider is like; (including the opportunity to meet staff and students from the provider) and
- Responses to questions from the pupils (including our most vulnerable and those with additional learning needs) about the provider or technical education qualifications and apprenticeships.

2.2.9. Where practical, our registered students will have access to a university technical college

2.2.10. Ormiston Chadwick Academy defines an encounter as at least 1 hour during the academic day.

2.2.11. Parental involvement is encouraged, and parents may be invited to attend events to meet with providers.

3. Management of provider access requests

3.1. Procedure

3.1.1. A provider wishing to request access should contact Louise Davies. All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

- Telephone: 0151 424 5038 Email: daviesl@ocacademy.co.uk

3.1.2. The academy will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities. The Careers Leader will prepare for each provider visit by notifying students and their parents to consult the provider website for background information, including details of the courses and qualifications that the provider offers and their Ofsted grade.

3.1.3. Please complete this table and copy into an email to the Careers Leader (or create a link to a document)

Name of the provider requesting access & details of provision	<i>e.g., Lakeside College, Further Education College, and Apprenticeship provider for 16–18-year-old students</i>
Contact name at Provider and contact details	Name and Job title: Email address:

	Telephone number
Proposed date, time, and length of session	
Number of staff who propose to visit	All visitors will be subject to our safeguarding policy. A DBS check will not be required. Child-protection-and-safeguarding-from-1-September-2024.pdf
Aims and objectives of session including year group	<i>e.g., Year 10 assembly Post 16 Options including entry requirements, courses available, labour market information & sectors relating to courses, positive destinations on completion of courses.</i>
Please demonstrate which Gatsby Benchmarks relate to the session and how (link to information re Gatsby Benchmarks Good Career Guidance Education Gatsby)	<i>e.g., BM1 After reading Careers Programme support to further enhance this BM4 linking GCSE subjects to career related learning and future progression routes BM7 Provide a meaningful encounter of further education</i>
Proposed format, timings and duration of the session including facilities and equipment required	<i>e.g., One hour assembly, theatre, or main hall to accommodate year group. PowerPoint presentation including videos. Questions and answers session for students. Literature to be taken away following assembly.</i>
Support required from Ormiston Chadwick Academy including staffing	To enable the academy to provide appropriate supervision.

3.2. Opportunities for access

- 3.2.1. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents. The academy will make provider visits available to all students in the relevant year group.
- 3.2.2. The Careers Leader will ensure that the level of access will be for a 'reasonable period of time during the standard school day.' The Academy Day runs from 8.30am until 3pm.
- 3.2.3. The academy offers a comprehensive careers education programme. The academy is committed to working with other providers to ensure our pupils can make informed decisions about future choices.

Where possible, we like to align visits with our programmed calendar of CEIAG (see below). Please speak to our named Careers Leader to identify the most suitable opportunity for you.

- 3.2.4. Once your request has been submitted, the Academy Careers Leader will respond to you within 10 working days. All requests will be given due consideration by the designated Careers Leader and Senior Leadership Team.
- 3.2.5. Once the request has been granted, we will ask you for a range of information to share with our pupils and parents before the session. This may include a prospectus, letter, or presentation.
- 3.2.6. This should include:
- Details of the opportunities you offer including technical education, courses, and entry requirements.
 - What is the learning like in 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 pupils who have completed their learning with you.
- 3.2.7. 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 academy's Safeguarding policy. For questions on this policy statement or the wider careers programme at name of academy please do not hesitate to contact us.
 - Name of academy will keep a log of all provider requests for access and the outcomes and record on Compass+ to support delivery and evaluation of the careers programme.

OCA Careers Programme 24-25:

BENCHMARK	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11
1 – A stable careers programme	Comprehensive programme, bespoke to each year group accessing all Benchmarks, including National Careers Week				
2 – Learning from Labour market information	<ul style="list-style-type: none"> Weekly Morning Enrichment 'Careers Spotlight' sessions - Friday National Careers Week assembly Employers Fair (Jan 25) 	<ul style="list-style-type: none"> Weekly Morning Enrichment 'Careers Spotlight' sessions - Friday National Careers Week assembly Employers Fair (Jan 25) 	<ul style="list-style-type: none"> Weekly Morning Enrichment 'Careers Spotlight' sessions - Friday National Careers Week assembly Employers Fair (Jan 25) 	<ul style="list-style-type: none"> Weekly Morning Enrichment 'Careers Spotlight' sessions - Friday National Careers Week assembly KS4 Careers Evening Post-16 Assemblies from Cronton & Riverside College ASK Apprenticeships assembly Employers Fair (Jan 25) 	<ul style="list-style-type: none"> Weekly Morning Enrichment 'Careers Spotlight' sessions - Thursday National Careers Week assembly KS4 Careers Evening 'Futures' curriculum – weekly (Mon) Futures Programme – jobs around the world ASK Apprenticeships assembly Shaping Futures LMI assembly Employers Fair (Jan 25)
3 – Addressing the needs of each pupil	<ul style="list-style-type: none"> Weekly Morning Enrichment careers sessions targeted through pupil voice Record of student 	<ul style="list-style-type: none"> Weekly Morning Enrichment careers sessions targeted through pupil voice Record of student 	<ul style="list-style-type: none"> Weekly Morning Enrichment careers sessions targeted through pupil voice Record of student 	<ul style="list-style-type: none"> Weekly Morning Enrichment careers sessions targeted through pupil voice 	<ul style="list-style-type: none"> KS4 Careers Evening Apprenticeship Assembly 1:1 Careers Connect Appointment journey mastered

	<p>aspirations monitored and updated to provide up to date CEIAG related advice.</p> <ul style="list-style-type: none"> ○ Small group sessions with Careers Connect ○ Revision strategies Morning Enrichment tasks 	<p>aspirations monitored and updated to provide up to date CEIAG related advice.</p> <ul style="list-style-type: none"> ○ Small group sessions with Careers Connect ○ Revision strategies Morning Enrichment tasks ○ Employers Fair (25.01.24) 	<p>aspirations monitored and updated to provide up to date CEIAG related advice.</p> <ul style="list-style-type: none"> ○ 1:1 Careers Connect Appointment journey begins for specific cohorts ○ Revision strategies Morning Enrichment tasks ○ Employers Fair (25.01.24) 	<ul style="list-style-type: none"> ○ KS4 Careers Evening (20.10.22) ○ HA Event - Cronton College ○ 1:1 Careers Connect Appointment ○ Revision strategies Assembly ○ KS4 Revision evening ○ Liverpool City Region Skills Show ○ Cronton & Riverside Sampling Day ○ Revision strategies Morning Enrichment tasks ○ PD: 'Mental & Physical Health' (Aut1) 	<ul style="list-style-type: none"> ○ Cronton College & Riverside College Assemblies ○ Mock interview preparation & mock interviews ○ Revision strategies Assembly ○ 'Futures' curriculum – weekly (Mon) ○ Employers Fair (Jan 25) ○ Guided, individual work experience through Springpod ○ Futures Programme – bespoke programme of morning enrichment sessions based upon student voice (Money management, life skills, Springpod VWEX, CV/ applications, jobs around the world)
4 – Linking curriculum learning to careers	<ul style="list-style-type: none"> ○ Careers checkpoint in every lesson ○ OCAER Week – aspiration 	<ul style="list-style-type: none"> ○ Careers checkpoint in every lesson ○ OCAER Week – aspiration 	<ul style="list-style-type: none"> ○ Careers checkpoint in every lesson ○ OCAER Week – aspiration 	<ul style="list-style-type: none"> ○ Careers checkpoint in every lesson ○ OCAER Week –aspiration ○ Employer talks presentation 	<ul style="list-style-type: none"> ○ Careers checkpoint in every lesson ○ OCAER Week –aspiration ○ Employer talks presentations

	<ul style="list-style-type: none"> ○ Employer talks linked to subject ○ Aspirations assembly ○ 'Aspiration' assembly focus – Spring 1 	<ul style="list-style-type: none"> ○ Employer talks presentations linked to subject ○ Aspirations assembly ○ 'Aspiration' assembly focus – Spring 1 ○ 	<ul style="list-style-type: none"> ○ Employer talks presentations linked to subject ○ Morning Enrichment (SUM 1) 'Pathways & Options' ○ STEM Event at Cronton College ○ Aspirations assembly ○ 'Aspiration' assembly focus – Spring 1 ○ Y9 OCAER week university trips 	<ul style="list-style-type: none"> ○ s linked to subject ○ Trade Day at Riverside College (Engineering & Hair & Beauty pathways) ○ Aspirations assembly ○ Pre-sampling Assembly ○ Cronton & Riverside Sampling Day ○ Aspirations assembly ○ 'Aspiration' assembly focus – Spring 1 	<ul style="list-style-type: none"> ○ linked to subject ○ 'Futures' curriculum – weekly (Mon) ○ University of Chester Childcare sampling day ○ Aspirations assembly ○ Futures Programme – CVs/applications (English/literacy) – Money Management (Maths/numeracy) ○ 'Aspiration' assembly focus – Spring 1
5 - Encounters with employers & employees	<ul style="list-style-type: none"> ○ BBC Bitesize Road Show ○ Employer Talks ○ Employers Fair (Jan 25) ○ Visit careers Q&A ○ Trips ○ 	<ul style="list-style-type: none"> ○ BBC Bitesize Road Show ○ Employer Talk ○ Employers Fair (Jan 25) ○ Visit careers Q&A ○ Trips 	<ul style="list-style-type: none"> ○ BBC Bitesize Road Show ○ Employer Talks ○ Employers Fair (Jan 25) ○ Visit careers Q&A ○ Trips ○ In-house work experience ○ Wickes Enterprise Day 	<ul style="list-style-type: none"> ○ BBC Bitesize Road Show ○ KS4 Careers Evening ○ Employer Talks ○ Employers Fair (Jan 25) ○ National Apprenticeships Roadshow ○ Work Experience option self-placement ○ Visit careers Q&A 	<ul style="list-style-type: none"> ○ BBC Bitesize Road Show ○ KS4 Careers Evening ○ Employer Talks ○ Employers Fair (Jan 25) ○ OCAER week virtual work experience via Springpod ○ Mock interviews ○ Visit careers Q&A ○ Futures Programme – Springpod module (VWEX employer)

					engagement via online work experience) – Life Skills (First aid)
6 – Experiences of the workplace	<ul style="list-style-type: none"> Virtual Work Experience (SEND) 	<ul style="list-style-type: none"> Virtual Work Experience (SEND) 	<ul style="list-style-type: none"> In-house 1-day work experience Virtual Work Experience (SEND) 	<ul style="list-style-type: none"> Work Experience option to self-place Virtual Work Experience (SEND) 	<ul style="list-style-type: none"> Guided, individual work experience through VWEX (Unifrog) Virtual Work Experience (SEND)
7 – Encounters with further and higher education	<ul style="list-style-type: none"> Aspiration Assembly Employers Fair (Jan 25) 	<ul style="list-style-type: none"> Aspiration Assembly Employers Fair (Jan 25) 	<ul style="list-style-type: none"> Aspiration Assembly Employers Fair (Jan 25) OCAER week University visit STEM Event at Cronton College 	<ul style="list-style-type: none"> Aspiration Assembly Employers Fair (Jan 25) OCAER week university visit Cronton & Riverside Sampling Day Trade Day at Riverside College (Engineering & Hair & Beauty pathways) KS4 Careers Evening (19.10.23) 	<ul style="list-style-type: none"> Cronton sampling assembly Riverside sampling assembly Aspiration Assembly Employers Fair (Jan 25) Sixth form interviews KS4 Post 16: Your Choice, Your Future Evening
8 – Personal Guidance	<ul style="list-style-type: none"> Aspiration Assembly Small group sessions with Careers Connect 	<ul style="list-style-type: none"> Aspiration Assembly Small group sessions with Careers Connect 	<ul style="list-style-type: none"> Aspiration Assembly Small group sessions with Careers Connect 	<ul style="list-style-type: none"> PD: 'Physical & Mental Health' lessons (Aut 1) Aspiration Assembly Small group sessions with 	<ul style="list-style-type: none"> Aspiration Assembly Revision strategies Assembly Y11 Revision Evening

	<ul style="list-style-type: none"> ○ Small aspiration focussed group sessions with Shaping Futures ○ Assembly ○ Parents Progress Evening 	<ul style="list-style-type: none"> ○ Small aspiration focussed group sessions with Shaping Futures ○ Revision strategies Assembly ○ Parents Progress Evening 	<ul style="list-style-type: none"> ○ Small aspiration focussed group sessions with Shaping Futures ○ Revision strategies Assembly ○ Parents Progress Evening ○ 1:1 Careers Connect Appointments for select cohorts 	<ul style="list-style-type: none"> ○ Careers Connect ○ Small aspiration focussed group sessions with Shaping Futures ○ Revision strategies Assembly ○ Parents Progress Evening ○ 1:1 Careers Connect Appointments for select cohorts ○ KS4 Careers Evening ○ Cronton/Riverside College sampling day 	<ul style="list-style-type: none"> ○ Parents Progress Evening ○ 1:1 Personal Guidance Meetings (Careers Connect) Appointment x2 ○ KS4 Post 16: Your Choice, Your Future Evening ○ Cronton/Riverside College sampling day
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3.2.8. The academy policies on safeguarding and visitors sets out the school's approach to allowing providers into school as visitors to talk to our students. These can be found on the school website.

3.2.9. In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Cronton College
- Riverside College
- BBC Bitesize Skills Show
- Wickes Enterprise

3.3. Previous pupil destinations

- Last year our Year 11 pupils moved to a range of providers in the local area after school:
- Cronton College
- Riverside College
- Warrington and Vale College

- Carmel College
- Stephen Gerrard Academy
- Wigan Warriors

4. Premises and facilities

- 4.1. The school will make the main hall, sports hall, gym and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leaders or a member of the academy team.
- 4.2. Meaningful online engagement is also an option, and we are open to providers that are able to provide online engagement with our pupils. Technology checks in advance will be required to ensure compatibility of systems.
- 4.3. Providers are welcome to leave or send a copy of their prospectus or other relevant course literature to the academy Careers Leader, who will ensure that this is placed in the appropriate careers area of the academy. This area is available to all students at break and lunch time.
- 4.4. If a provider wishes to raise a complaint with regards to provider access, this should in the first instance be directed to:

Name: Louise Davies Role: CEIAG Lead

Telephone: 0151 424 5038 Email: Daviesl@ocacademy.co.uk

Appendix 1

Exemplar for academy internal guidance only

This page is an exemplar only for ideas of events/activities that could be in the table for use on page 5.

Please delete from the final policy before publication

	Autumn Term	Spring Term	Summer Term
Year 8	<p>Overview of post 16 options for students and parents, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships, and supported internships</p> <p>Event for University Technical Colleges</p> <p>Assembly and tutor group opportunities</p>	<p>Employer event for students, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement</p> <p>Meetings with careers adviser</p> <p>Assembly and tutor group opportunities</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Meetings with careers adviser</p> <p>Assembly and tutor group opportunities</p>
Year 9	<p>Event for providers of technical education/ apprenticeships to include Further Education colleges, UTCs or Studio schools and training providers</p> <p>Meetings with careers adviser</p> <p>Careers evening</p> <p>Assembly and tutor group opportunities</p>	<p>Meetings with careers adviser</p> <p>KS4 options event</p> <p>Assembly and tutor group opportunities</p> <p>Options evening</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Meetings with careers adviser</p> <p>Assembly and tutor group opportunities</p>

Year 10	<p>Life Skills – work experience preparation sessions</p> <p>Meetings with careers adviser</p> <p>Careers Evening</p> <p>Assembly and tutor group opportunities</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Meetings with careers adviser</p> <p>Assembly and tutor group opportunities</p>	<p>Life skills – assembly and tutor group opportunities</p> <p>Meetings with careers adviser</p> <p>Assembly and tutor group opportunities</p>
Year 11	<p>Post 16 provider open evenings: opportunities to visit local Further Education and sixth form colleges, other school UTCs, Studio schools and other training providers regarding A level, Applied General, technical, and vocational and apprenticeships.</p> <p>Meetings with careers adviser</p> <p>Post 16 applications</p> <p>Careers Evening</p> <p>Assembly and tutor group opportunities</p>	<p>Post-16 interviews</p> <p>Assembly and tutor group opportunities</p>	<p>Confirmation of post 16 education destinations for all students</p>
Year 12	<p>Higher Education Fair for a variety of HE providers including local Further Education colleges</p> <p>Post-18 assembly – higher and degree apprenticeships</p>	<p>Small group sessions: future education, training, and employment options</p> <p>Meetings with careers adviser</p>	<p>Small group sessions: future education, training, and employment options</p> <p>Meetings with careers adviser</p>
Year 13	<p>Workshops – HE and higher apprenticeship applications</p>	<p>Meetings with careers adviser</p>	<p>Confirmation of post 18 education destinations for all students</p>

