

## Westfield Academy: 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 April 2025

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.

### Pupil Entitlement:

All students in Year 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 options events, assemblies and 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

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

**Westfield Academy** defines an encounter as at least 30 min, during the school day.

The school day runs from 8:25am until 3:10pm.

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. Westfield 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 engagement events and parents evenings. Meaningful encounters may be planned using the [Making it meaningful checklist](#).

The quality and impact of careers provision at Westfield Academy is monitored by our Senior Leadership Team, Careers Lead and the Heart of the Somerset Careers Hub through Compass+ auditing. Access and opportunity to engage with technical, vocational and training providers will form part of this process.

**Westfield Academy** has a range of facilities available for providers to use in support of our careers programme. This includes a school hall, classrooms, conference room, IT rooms, outdoor space and online conference platforms.

The school will also make available access to IT support 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 are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Resource Centre, which is managed by the Careers & Futures Coordinator. The Resource Centre is available to all pupils at lunch and break times.

### **Destinations of our students**

Last year our year 11 students moved to range of providers in the local area after school:

- Sixth Forms 13%
- FE Colleges 78%
- Apprenticeships 9%

These providers included:

- Yeovil College
- Strode College
- Exeter College
- Gryphon Sixth form
- Sexey's Sixth form

### **Providers who have previously provided talks for our students include:**

ASK Apprenticeships, British Army, Leonardo, Kingston Maurward College, Bridgwater & Taunton College, Strode College, Yeovil College, National Horse Racing College.

### **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: - Sarah Allen**

**Careers Leader email address: - [sarah.allen@westfieldacademy.co.uk](mailto:sarah.allen@westfieldacademy.co.uk)**

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

Once your request has been submitted, Westfield Academy'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 Westfield Academy please do not hesitate to contact us.
- Westfield Academy 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

Westfield Academy offers the four 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.

Year Group	Autumn Term	Spring Term	Summer Term
Year 8	Careers Fair	Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	World of work- Yeovil College.
Year 9	Careers Fair	Meetings with Careers Coordinator - Options  Opportunity to meet representatives from FE providers and discuss how their Options choices fit with future courses.	
Year 10	<b>Post 16 technical education options assembly with General Further Education College</b>  Life Skills – work experience preparation sessions	Technical/vocational tasters at local college/s, training providers	Technical/vocational tasters at local college/s, training providers.  My Futures day- Yeovil College

Year 11	Assemblies from all post 16 options locally.  Post 16 provider open evenings.  Post 16 apprenticeships assembly Meetings with  Careers Adviser  Post 16 applications  Careers Fair	Post-16 interviews  Application support.  Apprenticeship support.	Confirmation of post-16 education and training destinations for all pupils
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### Complaints

If a provider has reason to make a complaint in relation to this statement please email Sarah Allen, Assistant Headteacher at Westfield Academy, who will investigate further. Or subsequently you can contact [The Careers & Enterprise Company](#) on [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk) or [Somerset Careers Hub](#)

### Approval and review

Approved 01 April 2025 by Governors at the Full Governing Board meeting

Next review: *April 2026*

Signed: *Simon Bachrach*, Chair of Governors

*Simon Dallimore*, Headteacher