

Ormiston Academies Trust

Ormiston Forge 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
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Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	This is a new policy to reflect to the changes to the Provider Access Legislation coming into force in January 2023.

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1. Introduction

- 1.1. Ormiston Forge 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.
- 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 Forge Academy is monitored by our Senior Leadership Team, the National Lead Practitioner Enrichment Careers and OAT. Access and opportunity to engage with technical, vocational, and training providers will form part of this process.

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 \(careersandenterprise.co.uk\)](https://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 Forge 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

2.2.1 Minimum Frequency and key stage

2.2.2. *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.*

2.2.3. *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.*

2.2.4. 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)

2.2.5. *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.*

2.2.2 Content of the provider encounters

2.2.6. 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.

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

2.2.8. Ormiston Forge Academy defines an encounter as at least 1 hour during the academic day.

3. Management of Provider Access Requests

3.1. Procedure

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

Telephone: 01384 566598

Email: dawn.benson@oatforge.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.

	https://ormistonforgeacademy.co.uk/admin/wp-content/uploads/sites/13/2022/09/Child-Protection-and-Safeguarding-policy-Sept-22.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 Forge 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 8.45 am until 4.10pm on Monday, 8.45am until 3.10pm Tuesday-Thursday and 8.40am until 1.15pm Friday.
- 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 Ormiston Forge 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.

Appendix 1: Ormiston Forge Careers Programme

	Autumn Term	Spring Term	Summer Term
Year 8	Careers assembly. Careers department staff to introduce themselves.	Opportunity for guest speakers and workshops in all subject lessons (BM4)	Opportunity for guest speakers and workshops in all subject lessons (BM4)

	Autumn Term	Spring Term	Summer Term
	<p>Tutor group careers focus mini-sessions 10-12</p> <p>2 extended form times sessions with careers focus</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>Princes Trust Mentoring Programme</p>	<p>Princes Trust Mentoring Programme</p> <p>Entry to the Birmingham Forward Thinking Programme</p> <p>World of Work – 6 weekly PSHE sessions career specific focus</p> <p>Parents Evening</p> <p>Provider access videos/visits – pathway options</p> <p>National Apprenticeship Week – 6-12th February - coverage across school and home learning.</p> <p>National Careers Week – 6-11th March – coverage across school and home learning.</p> <p>Employers Assembly</p>	<p>Opportunity for trip linked to career pathways</p> <p>‘Career Detective’ event</p> <p>Princes Trust Mentoring Programme</p> <p>Career fair/Employer event for students and parents – market stall event giving overview of local, regional, and national opportunities and skills requirement</p> <p>Enterprise Adviser Project – employer led project</p> <p>KS3 Career fair, local SME’s. Parental invite</p> <p>University talks</p>
Year 9	<p>Careers assembly. Careers department staff to introduce themselves.</p> <p>Provider access talks in tutor time from local colleges, sixth forms</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in subject lessons (BM4)</p>	<p>Overview of post 16 options for students and parents, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, HE, apprenticeships, traineeships, and supported internships</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p>	<p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Work Experience Launch assembly</p> <p>KS3 Career fair, local SME’s. Parental invite</p>

	Autumn Term	Spring Term	Summer Term
	<p>World of Work 2 – 7 weekly PSHE sessions career specific focus</p> <p>Armed Forces Day</p>	<p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>Options assembly</p> <p>Options taster day</p> <p>Options Evening</p> <p>Uni taster events</p> <p>National Apprenticeship Week – 6-12th February - coverage across school and home learning.</p> <p>National Careers Week – 6-11th March – coverage across school and home learning.</p>	
Year 10	<p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>Envision sessions</p> <p>University Information Day</p> <p>WEX launch 2 – finding placements</p> <p>SEND careers fair Hawthorns</p>	<p>Assembly and tutor group opportunities</p> <p>10-12 mini sessions with a career’s focus.</p> <p>2 extended form time with a career’s focus.</p> <p>Collapsed timetable day, PSHE - focusing on careers (5 hours)</p> <p>Pre-WEX sessions via tutor time</p> <p>Pre-WEX assembly</p> <p>Business walk for SEND not on WEX</p> <p>Mock interview day</p>	<p>Assembly and tutor group opportunities</p> <p>Collapsed timetable day, PSHE - focusing on careers (5 hours)</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject areas (BM4)</p> <p>Post-WEX assembly</p> <p>Opening Doors – work place day visit for those without WEX placement.</p> <p>VWEX offer</p>

	Autumn Term	Spring Term	Summer Term
	<p>Provider access talks in tutor time from local colleges, sixth forms</p>	<p>ASK or apprenticeship sessions</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>KS4/5 Career fair, local SME's/colleges.</p> <p>National Apprenticeship Week – 6-12th February - coverage across school and home learning.</p> <p>National Careers Week – 6-11th March – coverage across school and home learning.</p>	<p>Life Skills 10-12 mini sessions – PSHE.</p> <p>2 extended form time with careers focus.</p> <p>Interviews with careers adviser commence with SEND</p> <p>'Looking Ahead Year 10'</p>
Year 11	<p>Year 11 Matters Evening</p> <p>Tutor group opportunities</p> <p>Sixth Form Open Evening - FE/Uni/HE providers attend</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>Provider access talks in tutor time from local colleges, sixth forms</p>	<p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>Careers focus in spring term 'well-being' PSHE day</p> <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>KS4/5 Career fair, local SME's. Parental invite</p>	<p>Careers Fair</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p>

	Autumn Term	Spring Term	Summer Term
		<p>National Apprenticeship Week – 6-12th February - coverage across school and home learning.</p> <p>National Careers Week – 6-11th March – coverage across school and home learning.</p> <p>ARCCC (AP at Forge) traineeship talk</p> <p>OAT Oxbridge Scholars programme, 2 events: Aspiring to Oxbridge talk and Personal Statement talk</p>	
Sixth Form	<p>CAP folders and sessions in tutor groups</p> <p>UCAS preparations, weekly sessions</p> <p>Assembly and tutor group opportunities</p> <p>Job Search workshops - guest speakers attend</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>FE and HE information evening</p>	<p>Assembly and tutor group opportunities</p> <p>CAP folders and sessions in tutor groups</p> <p>UCAS preparations, weekly sessions</p> <p>Parents Evening – HE/FE/Apprenticeship providers attend</p> <p>Aim Higher initiatives</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>FE and HE and apprenticeship providers</p> <p>KS4/5 Career fair, local SME's. Parental invite</p>	<p>Assembly and tutor group opportunities</p> <p>CAP folders and sessions in tutor groups</p> <p>UCAS preparations, weekly sessions</p> <p>Higher Education Week, including University visits and apprenticeship, FE providers, employers invited in.</p> <p>Aim Higher initiatives and Aim Higher week</p> <p>Aspire to HE initiatives</p> <p>Opportunity for guest speakers and workshops in all subject lessons (BM4)</p> <p>FE and HE and apprenticeship providers</p>

	Autumn Term	Spring Term	Summer Term
	Year 12 PSHE drop down day to include speed networking event Year 13 Work Ready sessions University talks KPMG apprenticeships	National Apprenticeship Week – 6-12th February - coverage across school and home learning. National Careers Week – 6-11th March – coverage across school and home learning. OAT Oxbridge Scholars programme, 2 events: Aspiring to Oxbridge talk and Personal Statement talk	Year 12 OAT Oxbridge Scholars programme, 2 events: Admissions test and Interview preparation days

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:

- Dudley College
- Sandwell College
- Halesowen College
- Nova Training
- Ormiston Forge Sixth Form
- Juniper training
- Westminster School
- Impact
- Work n Learn
- Access Project
- AimHigher

- Aspire to HE
- Wolverhampton University
- Birmingham University
- University of Central Birmingham (UCB)
- Aston University

3.3. Previous pupil destinations

3.3.1. Last year our Year 11 pupils moved to a range of providers in the local area after school:

- 25.1% Ormiston Forge Sixth Form
- 1.1% Other Sixth Form
- 66.5% Further Education
- 2.5% Apprenticeship
- 0.7% Part time employment
- 2.2% Study programme
- 0.7% Traineeship

3.3.2. Last year our Year 13 pupils moved to a range of providers after school:

- 65.4% University
- 15.8% Employment
- 8.9% Year 14
- 6.9% Apprenticeships
- 0.9% Khalsa Football Federation

4. Premises and facilities

4.1. The school will make the classrooms or private meeting rooms, the sports hall or canteen 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.
- 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: Phillip Loveday

Role: Vice Principal Logistics

Telephone: 01384 566 598 ext 2193

Email: Philip.loveday@oatforge.co.uk