



Cardinal Heenan Catholic High School

Provider Access Legislation Policy

Key staff:	A. McCabe
Key governor:	
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Approved by Governing Body:	
Date:	
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Policy Document for Provider Access Legislation (PAL)

Respect, Believe, Achieve

1. Introduction

Cardinal Heenan Catholic High School is dedicated to the success of its students and equipping them for working life is an integral part of their learning. This policy statement sets out the school's arrangements for managing the access of providers to the school 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](#).

1.1 Links to the School Mission Statement

"...strive to live out our God-given vocation... to respect ourselves, others and the world around us, that we may achieve our full potential"

2. Statutory Guidance and Aims of Policy

In line with the statutory guidance for governing bodies, school leaders and school staff, careers guidance and access for education and training providers.
[Careers guidance and access for education and training providers - GOV.UK \(www.gov.uk\)](#)

2.1 Statutory Obligations for Pupil Entitlement

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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (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.

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 pupils from the provider)
- answer questions from pupils.

[The Skills and Post-16 Act 2022](#)

Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

2.2 Meaningful Provider Encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

3. Destinations

Cardinal Heenan Students are better prepared by the school to apply for Post 16 and Post 18 pathways and routes. Through the DSA principles, online applications will be received earlier in the academic year to enable processing of the application and for arranging interviews. The Careers Management Time has timely information about new students applying to their institution; specifically, students requiring additional support identified through an Educational Health Care Plan (EHCP) and/or additional exam requirements. Improved and identified support to meet the individual needs of each student. All student destinations are collected in house by the school Careers Adviser in collaboration with the Local Authority. Provisional data will be collated during CEIAG meetings with the Careers Leader which informs the school return which is submitted to the Local Authority.

Benefits of for Cardinal Heenan Destinations and Alumni:

- Students are regularly monitored in Year 11 and Year 13 about their destination choices enabling the school to identify and support individual needs of their students.
- Students are better prepared for transitions into further and higher education.
- Improved and identified support to meet the individual needs of each student.

4. Management of Provider Access Request

4.1 Procedure

A provider wishing to request access should contact Aimee McCabe, Careers Leader via careers@cardinal-heenan.org.uk. In line with the Catholic Education Service (CES) recent updated checklist for external speakers [Checklist for External Speakers to Schools](#). The checklist complements the updated DfE guidance on maintaining political impartiality in schools.

The checklist for speakers should be completed by the **Link Staff Member** in the school prior to contacting external speakers. This is to ensure that the Catholic character of a school is preserved and developed in the external speaker's communications with pupils and parents and carers.

4.1 Opportunities for Access

The school offers the six 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 pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you. In line with other events and curriculum planning that is taking place during the Academic Year.

5. Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. 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 with the school to display for access to the students.

6. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

7. Careers Policy

The Careers Policy can be found in our policies section of our school website and in the Careers page.