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Provide Access Legislation Statement

for CEIAG 2023-2024

(Section 42B of the Education Act 1997)

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| Document control table | |
| Associated documents. | Provider Access Legislation (PAL) |
| Date Approved by Governors |  |
| Date of review | November 2024 |

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Mayfield School Statement on Provider Access Legislation for CEIAG Opportunities 2023-2024

Introduction

This policy statement sets out the secondary school’s arrangements for managing the access of providers to pupils at the secondary school for the purpose of giving our students education, information, advice and guidance 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 pupils in years 7-11 are entitled:**

* **to know** 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 understand** 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 be able to** analyse and explain what educational pathway they would like to pursuit at GCSE level and after Mayfield and 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’ (Years 8 and 9) and two encounters for pupils during the ‘second key phase’ (Years 10 and 11).

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)

* question and answer time so our students clarify any misconceptions.

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](https://resources.careersandenterprise.co.uk/sites/default/files/2022-07/1207_-_meaningful_encounters_checklist_1.pdf) from The Careers & Enterprise Company.

**Previous providers**

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

City Of Portsmouth College (COPC), Havant South Downs College (HSDC), Fareham College, Chichester College, University Teaching College (UTC), Sparsholt College, Oaklands 6th form College, Bayhouse 6th Form College, University of Portsmouth, Royal Navy, Royal Army, Portsmouth Education Training and Apprenticeships (PETA)

We also invite local employers into our assemblies and careers events to help raise pupil’s awareness of Labour Market Intelligence (LMI) data and types of businesses. Some employers we use are NHS, NCS, EBP, UNLOC potential and private employers such us Lawyers, Barristers, Constructors and more which we review annually.

**Destinations of our pupils**

From our 2023 leavers data, we can see that our students moved to a range of providers in the local area. There are 12 /188 who has an unknown destination.

From our 2022 leavers the pupils moved to range of providers in the local area after school. There is only 1/186 who has an unknown destination and they have moved out of the area.

From our 2021 leavers our year pupils moved to range of providers in the local area after school and have remained in employment, education, or training. There are only 4 pupils from this year who are unemployed but seeking employment.

Management of provider access requests

ProcedureA provider wishing to request access should contact Mrs Evelyn Munoz – Careers Leader

Telephone: 02392 693432; Email: [munoz-evelyn@mayfield.portsmouht.sch.uk](mailto:munoz-evelyn@mayfield.portsmouht.sch.uk)

Opportunities for access 2023 2024

Mayfield has several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please contact our Careers Leader to identify the most suitable opportunity.

We have a Careers programme integrated into our Secondary School Tutor system. This includes tutor activities and a house assembly for all pupils, please contact the Careers Leader for opportunities to visit in these sessions. We work with EBP South who are always looking for volunteers to train to help with delivery of their programme within our school.

We can forward on correspondence for open events or online prospectuses. We can share on our social media posts relating to open events or opportunities for pupils to investigate their options.

We can also share opportunities digitally around the school on our in-house TV system. Again, please email the Careers Lead with any information to be shared digitally with the pupils in the school.

We welcome outside speakers in to talk and interact with all pupils across all subject areas about a future career path or aspiration. If you feel you would like to contribute to this provision again, please contact the Careers Lead.

The following table provides the meaningful encounter required by law plus some additional pre planned events. There are more opportunities to be part of this amazing CEIAG plan therefore please contact the Careers Lead for the most suitable opportunity for you.

This table highlights some of the opportunities you have available to access our pupils:

* Y11 and Y10- career interview is happening from September 2023 until July 2024- every Wednesday and Thursday.
* Mrs Munoz will offer the possibility to Y9s in February/March 2024 to have a career interview to explore their GCSE options and college course, specially Ebacc students.
* Y9s will have workshops and assemblies in February/March 2024 to consolidate their GCSE options.

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| Year Group | Event/ Provider | Date |
| 11 | Assembly- HSCD | 15th September |
| 11 | AM Assembly-PETA  Apprenticeship provider | 22nd September |
| 10 | Enterprise and Skills-Portsmouth  Virtual Assembly for 50 students who will be attending the trip to the Careers Fair | 25th November |
| 10 | Oxford University  Info Talk about Oxford and universities | 28th September |
| 11 | Oxford University  Making post 16- choices workshop | 28th September |
| 11 | HSDC during lunch time 1.15-150 pm | 5th October |
| 11 | Parent’s Eve  6 providers will display a stand to show what they can offer to our Y11s | 5th October |
| 11 | AM Assembly-City of Portsmouth College | 6th October |
| 11 | AM UTC Assembly | 13rd October |
| 2023 October half term |  |  |
| 11 | AM- Assembly  Fareham College during lunch time 1.15-1.50pm | 30th October |
| 11 | Just for A level Students.  AM- Assembly  Oaklands 6th form | 3rd November |
| 11 | AM Assembly  Chichester College | 10th November |
| 7 | Trip- all day  Up for Uni programme: Transition Mindsets | 9th November |
| 11 | AM Assembly  Fareham College | 17th November |
| 10 | Colleges and Providers for Y10s Parent’s Evening | 23rd November |
| 11 | AM Assembly  NHS-What careers do we in the NHS? | 24th November |
| 11 | Department of Work and Pension (1 day out of 2)  3 workshops. 20 students per workshop P1-2-3 | 30th November |
| 11 | AM Assembly  Sparsholt College | 1st December |
| 11 | HSDC all day in the school, interviewing all Y11s who applied to this college (1 out of 2 days) | 1st December |
| 11 and 10 | Just 20 students interesting in P1-Shaping Portsmouth programme: Breakfast with an employer- Mountjoy (Mountjoy provides professional and high-quality construction, refurbishment, building maintenance and facilities management) | 1st December |
| 10 | Trip to Uni of Portsmouth for the top 15 students. | 6th December |
| 11 | AM Assembly  UNLOC project and Portsmouth Inspire. | 8th December |
| 2023 December half term |  |  |
| 11 | 2nd parent’s Eve  Colleges and Apprenticeship providers in the school from 4-7pm | 4th January |
| 10 or 11 | Department of Work and Pension- 3 workshops on: Personal Statement or writing a CV  (last day) | 9th January |
| 10 | TCB  AM Assembly with Emma Gotz- Apprenticeship Bus project. | 12th January- TBC |
| 9 or 10 | PFC players to visit Mayfield school.  Whole year group  1.30pm arriving  2.00-3.00 workshop | 17th January |
| 9 | Trip to Uni of Portsmouth, top 15 students.  My professional Self  From 9-2pm | 18th January |
| 11 | AM assembly with NCS Youth Engagement Advisor for residential experiences. | 2nd February. |
| 10 | Whole year group at the time.  Apprenticeship Bus.  35 employers will be visiting Mayfield and talking to Y10s from 10am until 11am. | 7th February |
| 2024 February half term |  |  |
| 10 | EBP- interview Ready Sessions  P1 one half of the year and then P2 the other half. | 23rd February |
| 8 | Trip to Uni of Portsmouth  Taster Day- top 15 students from 9am-2pm | 28th February |
| 10 | EBP Interview Day | 7th March |
| 9 | Y9s working with the NHS | 8th March |
| 9 | Y9 options Evening  Providers will be here to reinforce GCSE options and college/apprenticeships/uni course | 14th March |
| 9 | The Roayl Navy working with the whole year group but in section. | 28th March |
| 8 | Trip to Uni of Portsmouth  Higher Education Day  9-2pm. Top 15 students | 17th April |
| 9 or 10 | EBP- Workshop Business speed networking.  More details TBC from EBP | 19th April |
| All year groups | Trip to Uni of Portsmouth  Creative Forces Day service pupils. 9.30 am 2pm | 25th April |
| 9 | Trip to Uni of Portsmouth for the top 15 students.  9-2pm | 15th May |
| 10 | University of Portsmouth Residential. Top 10 students in Y10. | 27th and 28th June |

Premises and facilitiesThe school will make the main hall, classrooms, or confidential meeting rooms available fordiscussions between the provider and students, as appropriate to the activity.

The school will also make available AV and other specialist equipment to support providerpresentations. This will all be discussed and agreed in advance of the visit with theCareers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant courseliterature with the reception team. This will be available to the pupils in the career board and in the ‘Wilkie Library’ within the school which is managed by the school librarian and pupils have access to.

The Careers Leader is also happy to distribute a prospectus to each of the schools Tutors and Heads of House, and all the relevant alternative provision within our school for reference of all pupils.

Approval and review

Approved by the board of Governors \_\_\_\_\_\_\_ and amended on \_\_\_\_\_\_\_\_. This will be reviewed in November 2024 for the academic year 2024-2025. This is signed by the Careers Lead and Assistant Head Teacher for Careers. Also, by the Careers Link Governor.

Next review: November 2024

Careers Lead Assistant Head Teacher Careers Link Governor

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Mrs E Munoz Mrs J Firth Richard Buchan

Date: 22/11/2023