



PORTLAND
SCHOOL



Shaw
Education
Trust

PAL Policy 25/26

Document Owner:	Alexis Bull
Approved By:	SET
Queries to:	Portland School
Review Period:	1 year or as appropriate
Date of last review:	1 st September 2025

Portland School: Provider Access Policy

Introduction

This policy sets out Portland School's arrangements for managing access to external providers who wish to share information about their education, training, or employment opportunities. It complies with the school's legal obligations under Section 42B of the Education Act 1997, including the Provider Access Legislation (PAL) requirements.

Pupil entitlement

All pupils in years 8 to 11 are entitled:

- to find out about technical education qualifications and apprenticeship 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 will include:

- A minimum of two provider encounters for pupils in Years 8-9 (first key phase).
- A minimum of two provider encounters for pupils in Years 10-11 (second key phase).

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.

Meaningful provider encounters

Each provider engagement will consist of a structured session between pupils and a representative from an education, training, or apprenticeship provider. The school is committed to ensuring these engagements are meaningful and relevant, following the "Making it Meaningful" checklist. ([Making it meaningful checklist](#))

Where appropriate, virtual engagements may also be offered to ensure accessibility and flexibility for all pupils.

Previous providers

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

- Stoke-on-Trent College
- Royal Navy
- Armed Forces
- Caudwell Children
- Better Together Community
- Stoke-on-Trent Community Trust

Pupil Destinations

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

- Martec
- Stoke-on-Trent College
- Newcastle College

Management of provider access requests

A provider wishing to request access should contact,

Sibgha Amin, Preparation for Adulthood/Careers Lead,
sibgha.amin@portland.set.org

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) 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 Lead to identify the most suitable opportunity for you.

	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical College	Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	Technical/vocational tasters at local college/s, training providers
Year 9	Meeting with careers adviser	KS4 options event – Y college and Z apprenticeship provider attending to give presentations to pupils	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10	Post 16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions	Technical/vocational tasters at local college/s, training providers	Technical/vocational tasters at local college/s, training providers
Year 11	Post 16 provider open evenings. Post 16 apprenticeships assembly Meetings with careers adviser Post 16 applications	Post-16 interviews	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i> Confirmation of post-16 education and training destinations for all pupils

Shaw Education Trust Head
Office, Kidsgrove Secondary
School, Gloucester Road,
Kidsgrove,
ST7 4DL

Twitter @ShawEduTrust
Linked @ShawEducationTrust
In Call 01782 948259
Email info@shaw-
education.org.uk
Visit shaw-education.org.uk



**Shaw
Education
Trust**

**Be
people
centred**

**Act with
integrity**

**Be
innovative**

**Be best
in class**

**Be
accountable**