



BILBOROUGH
SIXTH FORM COLLEGE

Provider Access Policy Statement (PAL)

Updated: September 2026

1 Introduction

1.1 Bilborough Sixth Form College 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 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 college's arrangements for managing the access of providers to our students for the purpose of giving them information about the provider's education or training offer. This complies with the college'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 Bilborough Sixth Form College is monitored by our Senior Leadership Team. 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/session between students and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist. [Making It Meaningful checklist - Careers and Enterprise Company](#)

2.1.2. As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational educational providers to speak to our students. Bilborough Sixth Form College will also approach these providers directly when planning and organising key career-related events throughout the academic year.

2.2. Pupil entitlement

2.2.1. The Baker Clause is legally enforceable, and our college is committed to meeting its requirements. All students in years 12 and 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
- To understand how to make applications for the full range of academic and technical courses

2.2.2. In line with the updated Provider Access Legislation, from January 2023, all schools and colleges must provide a minimum of six encounters for all students with post 16 providers, with two of these in each key phase of their education.

2.2.3. Bilborough Sixth Form College provides education for students in the third phase of their education. This is defined as:

- 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. The two encounters during the third phase of education are mandatory for the college to provide, but are optional for students to attend. Whilst many 16-18-year-old learners will benefit from finding out more about post-18 technical options, the legislation recognises that some students will be in the sixth form having made a firm decision to pursue a chosen pathway.

2.2.6 We ensure that each registered student is offered the opportunity to meet with a representative from a 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;
- Responses to questions from the pupils about the provider or technical education qualifications and apprenticeships.

2.2.7 We endeavour to provide encounters that are in-person, however we do encourage a blended approach and will use virtual engagement where this extends accessibility.

2.2.8. All encounters should happen for a reasonable period of time during the standard college day.

2.2.9 All students have the same opportunities for meaningful provider encounters, and additional support will be provided to individuals and groups of students who are vulnerable or have specific needs.

3. Management of Provider Access Requests

3.1. Procedure

3.1.1. A provider wishing to request access should contact Elizabeth Dark, Head of Careers, Progression and Employability. All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

Telephone: 0115 851 5000

Email: elizabeth.dark@bilborough.ac.uk

3.1.2 Providers should include the following information in their request:

- Name and details of organisation
- The technical/apprenticeship pathways they provide
- Contact details of the attending representative(s)
- An outline of the session, with aims and objectives
- Proposed format, timings and duration of the session including facilities and equipment required

3.1.3 The college will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities.

3.2 Opportunities for Access

3.2.1 A number of events, integrated into the college's Careers Programme, will offer providers an opportunity to come into school to speak to students and/or parents/carers.

3.2.2. The Head of Careers, Progression and Employability will ensure that the level of access will be for a 'reasonable period of time during the standard college day.' The college day runs from 8.50am until 4.10pm

3.2.3. The college offers a comprehensive careers education programme. The college is committed to working with other providers to ensure our students can make informed decisions about post-18 choices. Where possible, we will align visits with our programmed calendar of careers activities, available on the college website. Please speak to our Head of Careers, Progression and Employability to identify the most suitable opportunity for you.

3.2.4. Once your request has been submitted, the Head of Careers, Progression and Employability will respond to you within 10 working days. All requests will be given due consideration by the Head of Careers, Progression and Employability and Senior Leadership Team.

3.2.5. Once the request has been granted, we will arrange timings and further details with the provider.

3.2.6. The content of the session should include, but is not restricted to:

- 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 and taking of public or internal examinations
- Availability of school staff, space, and resources to host the session

- Appropriateness of the opportunity with regard to post-18 pathways and the destinations of our students
- All requests will also be considered in line with the college's Safeguarding policy.

3.2.8 The college's policies on Safeguarding and External Speakers set out our approach to allowing providers into college as visitors to talk to our students. These can be found on the college website.

3.2.9 Visitors are required to complete the External Speakers form and provide a copy of their presentation at least 10 working days before the activity.

3.3 Previous pupil destinations

In 2024 our students went into a range of destinations:

University	70%
Further Education	3%
Apprenticeships	3%
Employment	5%
Gap Year	12%
Other	7%

4. Premises and facilities

4.1. The college will make the sports hall and classrooms available for discussions between the provider and students, as appropriate to the activity. The college 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 Head of Careers, Progression and Employability or a member of the Careers 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 students.

4.3. Providers are welcome to leave or send a copy of their prospectus or other relevant course literature to the academy Head of Careers, Progression and Employability, who will ensure that this is placed in the Careers Office. This area is available to all students throughout the college day

4.4. If a provider wishes to raise a complaint with regards to provider access, this should in the first instance be directed to the Head of Careers, Progression and Employability. If a satisfactory conclusion is not reached, this will be elevated to the Principal.

Appendix

Providers invited into college to talk about apprenticeships and technical qualifications during the last academic year include:

Nottingham College

University of Nottingham

Nottingham Trent University

Nottingham City Council

Experian

Freeths Solicitors

Nottinghamshire Police

NHS

The Army

Rolls Royce

RSM UK

Civil Service (Department for Work & Pensions)

E.ON

Browne Jacobson

CT Skills

DBC Training