

Hill View School Provider Access Policy Statement (PAL)

Access for colleges, training providers, university technical colleges, universities and all other post 16 providers, including technical, vocational and academic routes and apprenticeships

Updated June 2025

This policy statement sets out the arrangements for managing the access of providers to students 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.

Pupil Entitlement:

All students in years 8 to 11 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.

In line with the updated Provider Access Legislation, from January 2023, all schools must provide a minimum of four encounters for all students with post 16 providers, as above. This is broken down into key phases: -

Year 8 or 9 Two encounters for students that are mandatory for all to attend

Year 10 or 11 Two encounters for students that are mandatory for all to attend

**Be the best you.
Build the best us.**

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 students from the provider)
- answer questions from all students, including our most vulnerable and those with additional learning needs

As part of The Oak Partnership Trust (TOPT), Hill View School defines an encounter as at least 30 minutes, during the school day.

The school days runs from 8.45 am until 2.45 pm.

As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational education providers, including University Technical Colleges where appropriate, to speak to our students. Hill View School 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 engagement events and parents evenings. Meaningful encounters may be planned using the [Making it meaningful checklist](#).

The quality and impact of careers provision at Hill View School is monitored by our Senior Leadership Team and Somerset Careers Hub through Compass+ auditing. Access and opportunity to engage with technical, vocational and training providers will form part of this process.

Premises and Facilities

Hill View School has a range of facilities available for providers to use in support of our careers programme. This includes a school hall, classrooms, conference room and outdoor space.

The school will also make available access to IT support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

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

Be the best you. Build the best us.



Hill View School is part of the Oak Partnership, a Multi Academy Trust of schools in Somerset. This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Resource Centre, which is managed by the Careers Lead, Philippa Huggins. The Resource Centre is available to all pupils at lunch and break times.

Destinations of our students

Hill View School is an all through school which will eventually encompass students from Year 1 to Year 11.

Hill View School opened to students in September 2024, with students ranging from Year 1 to Year 9. The first cohort of students will leave the school at the end of Year 11 in June 2027. At this point, the destinations of students will be tracked and recorded on this document.

Management of provider access requests

All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session. In the first instance, requests by providers should be sent to: -

Name of Careers Leader: Philippa Huggins

Careers Leader email address: Philippa.Huggins@hv.oak.education

Tel No: 01935 733033

Granting Requests and Refusal of Requests

Once your request has been submitted, the school's Careers Leader will respond to you within 10 working days. All requests will be given due consideration by the Careers Leader and Senior Leadership Team.

Once the request has been granted, we will ask you for a range of information to share with our students and parents before the session. This may be a prospectus, letter, presentation to share with students and parents in advance of your session.

This should include: -

- Details of the opportunities you offer including technical education, courses and entry requirements
- What is learning like with your institution?
- How do you prepare students for their best next step on successful completion of your course/training?

**Be the best you.
Build the best us.**



Hill View School is part of the Oak Partnership, a Multi Academy Trust of schools in Somerset. This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- Provide examples of linking courses with careers relating to the labour market and recent positive destinations of students who have completed their learning with you

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 school's Safeguarding policy. For questions on this policy statement or the wider careers programme at Hill View School please do not hesitate to contact us.
- Hill View School will keep a log of all provider requests for access and the outcomes and record on Compass+ to support the delivery and evaluation of the careers programme.

Opportunities for access

Hill View School offers the four 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 students or their parents or carers.

Year Group	Autumn Term	Spring Term	Summer Term
Year 8	Introduction to Supported Internships. Apprenticeship/employer talks.	Guest speakers (World Book Day) – talking about career pathways. Workshops led by employers.	Technical/vocational tasters at local college/s, training providers
Year 9	Supported Internships – employer focus. Apprenticeship – training provider talks.	KS4 options event for students, parents and carers – invitations for local post-16 FE institutions to attend alongside apprenticeship and supported internship providers	<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 Further Education College Life Skills – work experience preparation sessions	Technical/vocational tasters at local college/s and/or with training providers	Technical/vocational tasters at local college/s and/or with training providers Supported Employment in Focus experience day.

**Be the best you.
Build the best us.**



Hill View School is part of the Oak Partnership, a Multi Academy Trust of schools in Somerset. This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Year 11	Post 16 provider open evenings Post 16 apprenticeships assembly Meetings with careers adviser Post 16 applications Careers Fair	Post-16 interviews	No encounters – legislation requires encounters to take place by 28 February if in year 11 Confirmation of post-16 education and training destinations for all pupils
---------	---	--------------------	--

Complaints

If a provider has reason to make a complaint in relation to this statement please email Stu Lambert, Headteacher at Hill View School (slambert@hv.oak.education) who will investigate further. Or subsequently you can contact [The Careers & Enterprise Company](#) on provideraccess@careersandenterprise.co.uk or [Home - Somerset Careers Hub](#)

DATE OF APPROVAL: June 2025

DATE OF NEXT REVIEW: June 2026

**Be the best you.
Build the best us.**

