



Willingdon
COMMUNITY SCHOOL

Willingdon Community School

Provider Access Protocol

Introduction

Willingdon Community School is committed to providing high quality careers education, information, advice and guidance (CEIAG) to all pupils in years 7 to 11. In line with the Provider Access Legislation, we ensure that all pupils have meaningful encounters with a range of education and training providers to support informed decision making about their future pathways.

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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.

Pupil entitlement

All pupils in years 8 to 11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme that 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 year 8 to 9 pupils and two encounters for year 10 to 11 pupils.

These provider encounters will be scheduled during the main school hours, and the provider will be given a reasonable amount of time to:

- 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

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.

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

- Independent Training Providers Bexhill College, DV8 Sussex, East Sussex College Group, Military Preparation College (MPCT), Plumpton College, University of Brighton, University of Sussex, Sussex Police, CXK.
- General FE Colleges Bexhill College, East Sussex College Group, Plumpton College, Hartpury College, GBMet, BHASVIC, Brighton Aldridge Community Academy (BACA).
- Apprenticeship provider – Apprenticeship Support & Knowledge (ASK), The Grand Hotel, Heathercroft Training Academy, Army Foundation College
- Sixth form – Hailsham Academy Trust, Seaford Head Sixth Form Centre, Eastbourne College, St Bede's School

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

- Independent Training Providers 83%
- General FE College – 77%
- Apprenticeship provider – 3%
- Sixth form – 4.5%
- Employment (no training) – 5%

Equal Access:

Willingdon Community School is committed to ensuring that all pupils, regardless of background, ability, or additional needs, have equal access to provider encounters. Reasonable adjustments will be made to support pupils with SEND or those from disadvantaged backgrounds to engage meaningfully with all CEIAG opportunities.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Alison Borrell (CEIAG Lead)*, *Sarah Rooney (Level 6 Careers Adviser who has undertaken Careers Leader Training)* *Rachel Keen (Governor for CEIAG)*

Telephone: 01323 485254: Email: aborrell@willingdonschool.org.uk, srooney@willingdonschool.org.uk, rkeen@willingdonschool.org.uk

Opportunities for access

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:

	Autumn Term (terms 1&2)	Spring Term (terms 3&4)	Summer Term (terms 5&6)
Year 7	Enterprise Curriculum in rotation Assembly by 'Volunteer yourself'	'What's My Line' 1:1 Career Interviews by S Rooney for vulnerable students	1:1 Career Interviews by S Rooney for vulnerable students and higher ability

	CEIAG Tutor visits – Sarah Rooney 1:1 Career Interviews by SRooney for vulnerable students Aspiration Survey Drop in 1;1 career advice sessions SRooney CEIAG Parent Forum LMI assembly STEM club led by school mentors Department enrichment activities Homework support club. Author Visit	STEM club led by school mentors National Apprenticeship Week 8th February 14th February National Careers Week March 1st-March 6th Drop in 1;1 career advice sessions SRooney LMI assembly STEM club led by school mentors Department enrichment activities Homework support club	Drop in 1;1 career advice sessions SRooney LMI assembly STEM club led by school mentors Department enrichment activities Homework support club Careers Fair at Willingdon Eastbourne Young Chef Competition
Year 8	Enterprise Curriculum in rotation NHS Assembly CEIAG Tutor competition Using languages to boost your employability skills workshop Drop in 1;1 career advice sessions SRooney LMI assembly STEM club led by school mentors Department enrichment activities Homework support club CEIAG Parent Forum Author Visit	Assembly on 'Personal Brand'. 'What's My Line' Aspirational Survey 1:1 Career Interviews by SRooney for vulnerable students STEM club led by school mentors Aspiration Raising Assembly – Anthony Roche National Apprenticeship Week 8th February 14th February National Careers Week March 1st-March 6th Drop in 1;1 career advice sessions SRooney LMI assembly STEM club led by school mentors Department enrichment activities Homework support club British Army Visit	1:1 Career Interviews by SRooney for vulnerable students Drop in 1;1 career advice sessions SRooney LMI assembly STEM club led by school mentors Department enrichment activities Homework support club Careers Fair at Willingdon Eastbourne Young Chef Competition

Year 9	Enterprise Curriculum in rotation ESCG assembly Heads of Curriculum Assembly on 'Transition' Decision making Aspirational Assembly CEIAG Tutor competition Dare to Dream programme Using languages to boost your employability skills workshop Duke of Edinburgh Drop in 1;1 career advice sessions SRooney NHS performance LMI assembly STEM club led by school mentors Department enrichment activities Homework support club CEIAG Parent Forum Author Visit	Assembly on 'Transition/ Options'. Eastbourne careers fair KS4 Option evening HE providers in attendance Option assemblies Assembly for First Generation Scholars Duke of Edinburgh Visit to Cardiff Universities STEM club led by school mentors STEM club led by school mentors National Apprenticeship Week 8th February 14th February National Careers Week March 1st-March 6th Drop in 1;1 career advice sessions SRooney LMI assembly Department enrichment activities Homework support club Future Ready British Army Visit	Sussex University 'Widening participation' campus visit Future Fields STEM event The Big Futures Careers Show Duke of Edinburgh 1:1 Career Interviews by SRooney for vulnerable students Drop in 1;1 career advice sessions SRooney LMI assembly STEM club led by school mentors Department enrichment activities Homework support club Careers Fair at Willingdon Eastbourne Young Chef Competition Future Ready
Year 10	Preparation for GCSE evening Information Evening HE colleges present Seminar and workshop re Insight to jobs in Unilever and Cadbury Duke of Edinburgh Using languages to boost your employability skills workshop	Preparation for 'Getting ready for Work' Business competition with local Eastbourne Schools Duke of Edinburgh Cambridge University assembly and workshop Personal Brand assembly STEM club led by school mentors	Post 16 taster day sessions ESC Bexhill College Plumpton Work Experience Week May 13th – 17th Virtual / Work Experience WEX evaluation Personal Statement Writing

	Life at University – a workshop run by Eastbourne College and Exeter University Workshop on Feeding Britain's Future Assembly on 'How to be an entrepreneur' Focused 1:1 aspirational interview Drop in 1:1 career advice sessions SRooney Brighton University & apprenticeship fair LMI assembly Dare to Dream Programme Department enrichment activities Homework support club Positive Progress Evening Girls Network Mentoring Programme CEIAG Parent Forum	1:1 Career Interviews by SRooney and My Choices University Life assembly National Apprenticeship Week 8th February 14th February National Careers Week March 1st-March 6th Focused 1:1 aspirational interview Drop in 1:1 career advice sessions SRooney LMI assembly STEM club led by school mentors Girls Network Mentoring Programme Department enrichment activities Homework support club British Army Visit	Workshops on how to write an effective personal statement Parents evening (HE colleges present) Assembly on 1:1 interviews 1:1 Mock interviews by external interviewers Duke of Edinburgh 1:1 Career Interviews by SRooney and My Choices Focused 1:1 aspirational interview Drop in 1:1 career advice sessions SRooney LMI assembly Employer visits and workshops STEM club led by school mentors Homework support club Department enrichment activities Careers Fair at Willingdon Eastbourne Young Chef Competition
Year 11	ESCG assembly Heads of Curriculum Preparation for GCSE evening Assembly on College Post 16 Options Assembly Information Evening Eastbourne College Aspiration assembly	I CAN' Trade Fair for Students with SEN and Vulnerable groups Parents evening (HE colleges present) Duke of Edinburgh STEM club led by school mentors National Apprenticeship Week 8th February 14th February National Careers Week March 1st-March 6th	Parents evening (HE colleges present) Careers Advice Day SRooney Department enrichment activities Drop in 1;1 career advice sessions SRooney Revision/ intervention clubs

	Mentoring by Eastbourne College mentors 1:1 Career Interviews by S Rooney and My Choices Assembly by ASK (apprenticeship, support and knowledge) Post 16 Option assemblies by local FE providers: Scholarships hosted by Eastbourne College 1:1 Mock interviews by external interviewers Duke of Edinburgh Life at University – a workshop run by Eastbourne College and Exeter University Virtual lesson from Royal Philharmonic Orchestra for students studying music Drop in 1;1 career advice sessions S Rooney LMI assembly STEM club led by school mentors Revision/ intervention clubs Department enrichment activities CEIAG Parent Forum Positive Destinations	Drop in 1;1 career advice sessions S Rooney LMI assembly STEM club led by school mentors Revision/ intervention clubs Department enrichment activities Positive Destinations	Sussex Coastal Partnership mentoring
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Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist 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.

Safeguarding

All providers and visitors must follow the school's Safeguarding and Child Protection procedures and comply with the requirements of the Visiting Speakers Policy which will be sent in advance along with expectations on the day. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Assistant Associate Head /Careers coordinator (Alison Borrell).

Approval and review

Approved by Governors at FGB 23/09/2025

Next review: 01/09/2026

Signed: **[Mrs Jane Branson]** Chair of Governors, **[MS Rachel Keen]** Link Governor for CEIAG, **[Mrs Emily May]** Headteacher