

CAPA College: Provider Access Policy

September 2024

This policy statement is part of our wider careers strategy.

Introduction

This policy statement sets out the college's arrangements for managing the access of providers to the college 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 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 – 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 pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

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 students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#).

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

Previous providers

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

- CAPA College alumni: our previous students are generous with their time and regularly come to speak to students about their experiences in the performing arts industry. These include:
 - Westend performers
 - International performers
 - International theatre technicians and designers
 - The news editor from Chanel 5
 - Westend Musical Directors

- Most recent external providers include:
 - Chanel 4: who are partnered with our Film and TV pathway
 - Waterbear higher education
 - Motion House dance company
 - South Paw dance company
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Destinations of our students

Destination statistics from the year 2023-2024:

Higher Education	76.56%
University	82.99%
Conservatoire	17.01%
Gap year	6.25%
Apprenticeship	4.69%
Employment	14.06%
Arts	48.15%
Public Sector	7.41%
Travel / leisure / tourism / Hospitality	37.01%
Voluntary	7.43%

Providers that our year 13 students went on to include:

Met Film School
Italia Conti
Arts Ed
Northern School of Contemporary Dance
Trinity Laban Conservatoire of Music and Dance
Addict Dance Academy
Shockout
Performers College
Rambert
The Oxford School of Drama
Bird College
University of York
Rose Bruford

SLP College
Laine
ICT Theatre Manchester
Wilkes Academy
LIPA
Dallas Richmond College (USA)
University of Greenwich
Leeds Beckett University
York St John's University
Urdang Academy
Liverpool Hope University
Royal Central School of Speech and Drama
East 15
University of Aberystwyth
Performance Preparation Academy
Leeds Trinity University
UCEN Manchester
Kingston University
Huddersfield University
Birmingham City University
LMA
Norwich University of the Arts
De Monford University
Liverpool John Moores University
Bristol School of Acting
Salford University
Mountview
The Hammond
Bristol Old Vic
Buckinghamshire New University

Management of provider access requests

Procedure

A provider wishing to request access should contact Katy James, Assistant Vice Principal, via email.

Opportunities for access

The school offers the six provider encounters required by law (detailed in our Life After CAPA College timeline below) 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 Leader to identify the most suitable opportunity for you.

57 Autumn Term		Spring Term	Summer Term
Year 12	Trips to performing arts conventions including: Move It Can You Dance?	Life After CAPA College week: includes sessions from a variety of providers Meetings with tutors	Large-scale work experience in the summer festival Life After CAPA College parents meeting: UCAS and applications focus
Year 13 Student review day: 121 conversations with tutors and students / parents / carers	Post 18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications	Meetings with tutors	<i>No encounters – legislation requires encounters to take place by 28 February if in year 13</i> Confirmation of post-18 education and training destinations for all pupils

Term 1 – New Beginnings	'Intensives week' - working with an industry professional in a chosen area (puppetry, dance, green screen technology, live-streaming, dance, acapella singing, musical theatre, devised performance company etc etc!) Additional work experience opportunities / contact with external providers: Leeds Light Night, Yorkshire Schools Dance Festival, Christmas Tour
Term 2 – Inspirations	Discovering the vast range of opportunities within the industry by being exposed to lots of inspiring artists, writers, directors, designers etc. Trips to events attended by external providers: Move It Can You Dance?
Term 3 – Performance	Tutorials on career progression (internal and external providers) Parent meeting to explain the application process Students encouraged to start attending open days / FE 3rd year showcases Timetabled Life After CAPA College lessons begin Students set up their UCAS profiles Large-scale work experience performing / stage managing / lighting a performance
Term 4 – Next Steps	Student review day – meeting with student and parents about next steps 121s in Thursday tutorials

	<p>Students encouraged to attend open days</p> <p>Personal statements complete and feedback given</p> <p>Mock audition week: tailored to individual needs and updated each year to reflect requirements of universities / conservatoires</p> <p>Portfolio presentations Dance auditions in jazz, ballet, commercial (contemporary) Monologue performances Self-tapes Group interviews Solo interviews</p> <p>Life After CAPA College 121s</p> <p>CAPA College deadline for UCAS submission for checking over Christmas</p>
Term 5 – Your Creative Voice	<p>UCAS Deadline <i>Legislation requires encounters to take place by 28 February if in year 13.</i></p> <p>Students attending interviews / auditions.</p> <p>Support provided for specific audition / recall requests (studio space available for filming and rehearsal)</p> <p>121 support for planning gap years</p>
Term 6 - Showcase	<p>Time for students to select where they will be going next year!</p> <p>Support available on results day if students choose to apply through clearing.</p>
Life After CAPA College	<p>“Our door is always open” - application help for students who have taken gap years / deferred for personal reasons etc.</p>

Premises and facilities

The college will make the theatre, studios or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The college 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.

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

CAPA College is strives to be paperless. Therefore we encourage providers to provide electronic resources for students that will be shared via MyDay.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk