



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

CAREERS PROVIDER ACCESS STATEMENT



Document Control

This document has been approved for operation within:	All Trust Establishments
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1.0 AIMS

1.1 This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2.0 STATUTORY REQUIREMENTS

2.1 Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

2.2 Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 11 (see more detail in section 2.6 below).

2.3 Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

2.4 This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

2.5 This policy shows how our school complies with these requirements.

2.6 The 4 encounters schools must offer to all pupils in years 8 to 11:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

To ensure compliance:

- Encounters are scheduled during the standard school day and form part of the structured careers curriculum.
- A centralised careers calendar is maintained by the Careers Lead to track delivery and ensure that every year group receives the required number of encounters.
- Registers are taken to evidence pupil attendance.
- Providers are briefed in advance to ensure they deliver the required content, including:
 - Information about their organisation and approved qualifications/apprenticeships
 - Career pathways linked to their provision
 - What learning or training with them is like
 - Opportunities for pupils to ask questions

We prioritise a range of local providers, including further education colleges, independent training providers, apprenticeship organisations and employers, to ensure pupils are exposed to diverse and impartial progression routes.

Encounters are planned to be meaningful, age-appropriate and aligned to pupils' needs and aspirations, including consideration of SEND and vulnerable learners.

The Careers Lead monitors delivery through annual review, feedback from pupils and providers, and reporting to senior leadership and governors to ensure continued compliance with statutory guidance.

For further information about what The Heights Burnley offers see the below webpage for further details or contact the Careers Lead: www.theheightsburnley.com

2.7 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful encounters will also include being suitable to the needs and aspirations of our learners.

Meaningful live online engagement is also an option at our school. These interactive activities are delivered via

- Virtual careers fair
- Employer engagement workshops
- Student career development webinars

3.0 STUDENT ENTITLEMENT

3.1 All students in years 8 to 11 at The Heights Burnley are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point

- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g through activities and events such as Assemblies, tasters sessions, careers fairs and drop down activities.
- Understand how to make applications for the full range of academic and technical courses

4.0 MANAGEMENT OF PROVIDER ACCESS REQUESTS

4.1 Procedure

A provider wishing to request access should contact; Mr Nicola Sneddon, Careers Lead
Telephone: 01282 882150

Email: nsneddon@heightsburnley-ept.com

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7 / 8	<p>DWP Employability soft skills programme</p> <p>Careers & Aspirations Fair – with local employers, colleges, training providers</p> <p>Careers themed lessons around LMI information.</p> <p>Employer Visit / Workshop</p>	<p>DWP Employability soft skills programme</p> <p>Apprenticeship Workshop as part of National Apprenticeships Week</p> <p>National Careers Week Activities</p> <p>Employer Visit / Workshop</p>	<p>College Workshop with Employability skills theme</p> <p>Employer Visit / Workshop</p>
YEAR 9	<p>Careers & Aspirations themed Assemblies.</p> <p>Careers Linked lesson & workshops</p> <p>Extended placement opportunity aged 14 plus</p>	<p>National Apprenticeship Week – Activities.</p> <p>National Careers Week Activities / Workshops including employers & colleges workshops / trips and visits</p> <p>Whole school Careers Fair</p> <p>Employability soft skills programme</p> <p>Army Elite Academy day</p> <p>Extended placement opportunity aged 14 plus</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Options choices</p> <p>Extended placement opportunity aged 14 plus</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Post 16 – Training Providers / FE & HE aspiration Assemblies weekly with Q&A post session.</p> <p>DWP Employability Skills programme</p> <p>Extended placement opportunity</p>	<p>National Apprenticeship Week Apprenticeship Assembly</p> <p>DWP Resilience and future programme</p> <p>CV's and cover letter workshop</p> <p>National Careers Week Activities / Workshops including employers & colleges workshops / trips and visits</p> <p>College & Training Provider Taster Session / trips & visits</p> <p>Whole School Careers Fair</p> <p>Work Experience week</p> <p>Post 16 – Training Providers / FE & HE aspiration Assemblies</p> <p>Extended placement opportunity</p>	<p>Job Centre tour exploring job coach insight</p> <p>Extended placement opportunity</p>
YEAR 11	<p>Post 16 – Training Providers / FE & HE aspiration Assemblies weekly with Q&A post session.</p> <p>IAG applications / Advisor Interviews</p> <p>Options and Choice workshop</p> <p>Work Experience Week</p> <p>College & Training Provider Workshops</p> <p>Find your Future careers event</p> <p>College Application support from local Colleges</p> <p>Extended placement opportunity</p>	<p>National Apprenticeship Week DWP Mock interview preparation</p> <p>DWP Mock interview experience</p> <p>interviews / assessment workshop.</p> <p>National Careers Week Activities / Workshops including employers & colleges workshops / trips and visits</p> <p>College & Training Provider Visits</p> <p>CV's and Cover letter support</p> <p>Job Centre visit</p> <p>Whole school Careers Fair</p> <p>Army Elite Academy Day</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all pupils</p> <p>IAG applications / Advisor Interviews – NEET support Youth Futures</p> <p>Extended placement opportunity aged 14 plus</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
		Extended placement opportunity aged 14 plus	

Please speak to our Careers Lead; Mrs N Sneddon to identify the most suitable opportunity for you. You can contact him by using the contact information shared in this policy.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Providers can be refused entry to school on the following grounds:

If the provider does not have a valid DBS,

If they haven't arranged prior visit with the Career's Leader,

In the event of a school closure or staff absence, which may lead to the workshop or event being cancelled.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Initial conversations will be held with the Careers Lead or a member of the Careers Team around the arrangements and facilities available to providers and employers.

The Careers Leader will also identify / highlight any additional needs of the learners to the employer prior to the activity / workshop.

Providers can send any prospectuses and marketing information to Nicol Sneddon, addressed to The Heights Burnley, Burleigh Street, Burnley BB12 0DU or emailed to nsneddon@heightsburnley-ept.com

Any measures related to public health incidents, including COVID-19

5.0 PREVIOUS PROVIDERS

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

- Burnley College and Apprenticeship Team
- Nelson & Colne College and Apprenticeship Team

- Blackburn College / Apprenticeship Team
- Accrington & Rosendale College Group
- Training 2000
- ASK Apprenticeship
- North Lancs Training Group
- Calico Enterprise
- Myerscough College
- NewGround Together

6.0 PUPIL DESTINATIONS

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

- Burnley College,
- Accrington & Nelson Colleges
- NLTG
- Local Apprenticeships & Traineeships
- Kings Trust
- Blackburn College

7.0 COMPLAINTS

7.1 Any complaints related to provider access can be raised following the school complaints procedure <https://www.theheightsburnley.com/wp-content/uploads/Complaints-Policy-Mar-24-26.pdf> or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8.0 LINKS TO OTHER POLICIES

8.1

- Safeguarding/child protection policy
- Careers guidance policy
- Complaints policy
- Curriculum Policy

9.0 MONITORING ARRANGEMENTS

9.1 The school's arrangements for managing the access of education and training providers to students are monitored by Mrs N Sneddon, Careers Lead.

9.2 This policy will be reviewed by Mrs N Sneddon, Careers Lead. This is reviewed annually by the school and trust.

9.3 At every review, the policy will be adopted by the Governing Board.