



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# CAREERS PROVIDER ACCESS STATEMENT



### Document Control

<b>This document has been approved for operation within:</b>	All Trust Establishments
<b>Date effective from</b>	February 2025
<b>Date next review due by</b>	February 2026
<b>Review period</b>	Annually

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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

- Burnley High School will ensure all providers brief the Careers Lead on their visit prior to attending the school. Presentations will be sent in advance and quality assured to ensure they meet the requirements needed

## 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.

Sessions are embedded into the school's career programme to ensure they are sequenced and each visit builds upon the last

All stakeholders will be informed in advance of sessions and the purpose of them

Encounters will reflect the local labour market, where applicable, and will be linked to real life, local examples

Encounters will be accessible for all learners – providers will be briefed prior to their visit on the needs of our students

Feedback will be taken post encounter from all participants (students, teachers, business volunteers and providers) to inform the evaluation and plan next steps and a follow up activity

Meaningful live online engagement is also an option at our school.

## 3.0 STUDENT ENTITLEMENT

3.1 All students in years 8 to 11 at Burnley High School 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, assemblies, visits to further education establishments and through drop down days.
- 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 John Redman, Careers Lead

- Telephone: 01282 681950
- Email: [j.redman@burnley-ept.com](mailto:j.redman@burnley-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 8	<p>Careers day - <b>Employability skills</b> Guest speaker College</p>	<p>Children have a continuation of careers and guidance information in lessons as well as developing their knowledge of employment through guest speakers.</p> <p>Careers focus in personal development</p>	<p>Children have a continuation of careers and guidance information in lessons as well as developing their knowledge of employment through guest speakers</p>
YEAR 9	<p>Guest speaker College Careers day – focus on employers and choices</p>	<p>Guest speaker from further education connected to options: Options day and pathways explained</p>	<p>Children have a continuation of careers and guidance information in lessons as well as developing their knowledge of employment through guest speakers Introduced to the Local Labour Market information to support choices for key stage 4 options</p>
YEAR 10	<p>Guest speakers from local colleges</p> <p>Careers Day - Young enterprise delivery</p> <p>Personal development on careers</p>	<p>Guest speakers from local colleges</p> <p>External Information Advice and Guidance.</p> <p>Children have a continuation of careers and guidance information in lessons, visiting</p>	<p>College visit taster day</p> <p>Guest speakers from local colleges Work experience</p> <p>CV writing external visit from further education establishment.</p>
YEAR 11	<p>Guest speaks from local colleges</p> <p>Work experience</p>	<p>employers and departmental trips</p> <p>Guest speakers from local colleges</p>	<p><b>No encounters –encounters must have taken place by 28 February</b></p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
	<p>External Information Advice and Guidance.</p> <p>College personal development session for CV writing and College/training provider applications.</p> <p>Children have a continuation of careers and guidance information in lessons, visiting employers and departmental trips</p>		

Please speak to our Careers lead to identify the most suitable opportunity for you.

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

#### 4.3 Granting and refusing access

- Providing those requests are submitted in a timely manner with at least two weeks' notice, we will aim to ensure that all requests are met.

#### 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

- We have rooms and a hall for presenting/taking group sessions. All facilities are equipped with a computer or laptop with projectors. Videos can be played if required.
- Please inform your contact of any equipment that will be required at last 24 hours before the visit.
- Due to GDPR and security risks we no longer accept USB devices. Any presentations required need to be emailed to the relevant contact at least 24 hours in advance.

### 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
- Nelson and Colne College

- Accrington and Rossendale College

## 6.0 PUPIL DESTINATIONS

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

<b>% of learners in a known sustained destination</b>	<b>98.00%</b>
% of learners in further education	89.10%
% of learners in training or employment	8.9%
% of learners with unknown destination	2.00%

## 7.0 COMPLAINTS

7.1 Any complaints related to provider access can be raised following the school complaints procedure <https://www.burnleyhigh.com/wp-content/uploads/Complaints-Policy-Mar-23-Mar-24-v2.pdf> or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8.0 LINKS TO OTHER POLICIES

8.1

## 9.0 MONITORING ARRANGEMENTS

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

9.2 This policy will be reviewed by the carers lead annually

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