



**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
- Colleges and Businesses will be sourced depending on the pupil's choices, locality and career path. These encounters will be bespoke and selected accordingly.

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

We use information harnessed from destination data and LMI to identify gaps and implement appropriate interventions for our pupils

## 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, for example through activities and events such as Career Fair, taster events and drop in sessions.
- 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 Mrs Nicola Sneddon, Careers Lead.

Telephone: 01282 882150

Email: nsneddon@heightsburnley-ept.com

In case of uncertainty Nicola Sneddon will refer to Natalie Lewis, Head Teacher

### 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>Form group opportunities-World of Work Links</p> <p>Careers Educational visit to and from local Businesses</p> <p>Meeting with Careers advisor</p>	<p>Employer and Further Education event for Pupils and parents. Careers fair that gives an overview of local, regional and national opportunities and skills requirements.</p> <p>Form group opportunities -World of Work Links</p> <p>Careers Educational visit to and from Businesses</p>	<p>Form group opportunities-World of Work Links</p> <p>Careers Educational visit to and from local Businesses</p> <p>Meeting with Careers advisor</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	<p>Form group opportunities-World of Work Links</p> <p>Meeting with careers adviser</p>	<p>Employer and Further Education event for Pupils and parents. Careers fair that gives an overview of local, regional and national opportunities and skills requirements.</p> <p>Tutor group opportunities</p> <p>Careers Educational visit to and from Businesses</p> <p>World of Work Links</p>	<p>Form group opportunities-World of Work Links</p> <p>Meeting with careers adviser</p>
YEAR 10	<p>Weekly Careers Lessons</p> <p>Life Skills – work experience preparation sessions</p> <p>Form group opportunities -World of Work Links</p> <p>1:1 Drop in sessions</p> <p>Meeting with careers advisor</p>	<p>Weekly Careers Lessons</p> <p>Networking event with providers and employers</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Careers Educational visit to and from local Businesses</p> <p>Employer and Further Education event for Pupils and parents. Careers fair that gives an overview of local, regional and national opportunities and skills requirements.</p> <p>Form group opportunities -World of Work Links</p> <p>1:1 drop in sessions</p> <p>Work Experience opportunity</p>	<p>Weekly Careers Lessons</p> <p>Life Skills – work experience preparation sessions</p> <p>Form group opportunities -World of Work Links</p> <p>1:1 Drop in sessions</p> <p>Meeting with careers advisor</p>
YEAR 11	<p>Weekly Careers Lessons</p> <p>Form group opportunities -World of Work Links</p> <p>Post-16 apprenticeships session</p> <p>Meetings with careers adviser</p>	<p>Weekly Careers Lessons</p> <p>Form group opportunities -World of Work Links</p> <p>Careers Guidance 1:1 Interviews</p> <p>Post-16 interviews preparation for college</p> <p>Apprenticeships – support with applications</p> <p>Careers Educational visit to and from Businesses</p> <p>Employer and Further Education event for Pupils and parents. Careers fair that gives</p>	<p>Weekly Careers Lessons</p> <p>Form group opportunities -World of Work Links</p> <p>Post-16 apprenticeships session</p> <p>Meetings with careers adviser</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
	Post-16 – Support with College applications Work Experience Form group opportunities - World of Work Links	an overview of local, regional and national opportunities and skills requirements. Work Experience opportunity Form group opportunities -World of Work Links	Post-16 – Support with College applications Work Experience Form group opportunities - World of Work Links

Please speak to our Careers Lead, Mrs Nicola Sneddon 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 that 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.

The policy can be found here: <https://www.theheightsburnley.com/wp-content/uploads/Child-Protection-and-Safeguarding-Policy-Sept-24-25-pdf.pdf>

#### 4.5 Premises and facilities

If an in-school meeting is arranged: The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and pupils, 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. All meetings will be in line with health and safety guidance for COVID 19 at that time.

If it is appropriate for a virtual meeting to go ahead: The school will make the arrangements with the IT support team to provide technical support and ensure that the live or pre-recorded session can be accessed by our pupils and staff.

#### 5.0 PREVIOUS PROVIDERS

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

NHS, Pendleside Hospice, Lancashire Fire Service, Burnley Leisure, Burnley Youth Theatre, Calico Group, Army, Forever Pretty, Daisy Communications, North West Ambulance, Department for Work & Pensions, Parker Joinery, Motorpoint.

Burnley College, The Calico Group, Princes Trust, Craven College, Blackburn College, Training 2000, University of Central Lancashire, Nelson & Colne College, Accrington & Rosendale College.

Lancashire County Council, Job Centre Plus, Barnardos, Safenet, We are with you, Burnley FC in the Community, Church on the Street.

## 6.0 PUPIL DESTINATIONS

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

Number of Pupils	Providers
8	Burnley College
1	Accrington & Rossendale College
5	Nelson & Colne College
0	Craven College
0	Bury College
5	Blackburn College
1	Tameside College
1	Princes Trust
1	Training 2000

## 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](mailto:provideraccess@careersandenterprise.co.uk)

## 8.0 LINKS TO OTHER POLICIES

8.1

- Safeguarding/ Child protection policy
- Careers Guidance policy
- Curriculum policy
- Complaints policy
- Equality policy

All above can be found at: <https://www.theheightsburnley.com/policies/>



**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 Nicola Sneddon, Careers Lead
- 9.2** This policy will be reviewed by Mrs Nicola Sneddon. This will be reviewed on an annual basis.
- 9.3** At every review, the policy will be approved by the Governing Board.