 



CAREERS PROVIDER

ACCESS STATEMENT

**Document Control**

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| **This document has been approved for operation within:** | All Trust Establishments |
| **Date effective from** | February 2023 |
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## **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 13 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 13 (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](https://www.legislation.gov.uk/ukpga/1997/44/section/42B), the [Skills and Post-16 Act 2022](https://www.legislation.gov.uk/ukpga/2022/21/part/1) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools).

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

**2.6 The 6 encounters schools must offer to all pupils in years 8 to 13:**

* + 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
  + Staff will encourage pupils to ask questions, staff to support pupils with additional needs to engage in meaningful question and answering sessions.

**2.7 Meaningful provider encounters**

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

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

Meaningful live online engagement is also an option at our school, The Careers Leader will enquire with the provider to arrange an appropriate encounter to meet the needs of the learner.

## **3.0 STUDENT ENTITLEMENT**

**3.1** All students in years 7 to 11 at The Heights, Blackburn 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
* Understand how to make applications for the full range of academic and technical courses
* Encounters from local providers about a range of post 16 options including Apprenticeships and Training providers .
* Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, including but not limited to assemblies, open events organised by school, ASK Apprenticeships workshops, workshops with the Department of Work & Pensions, FE providers and apprenticeship & training providers.

## **MANAGEMENT OF PROVIDER ACCESS REQUESTS**

**4.1 Procedure**

A provider wishing to request access should contact Ross Doohan (Careers Lead) .

Telephone: 01254 261655

Email: ross.doohan@theheightsfreeschool.org

**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 | College Workshop with Employability skills theme  Careers & Aspirations Fair – with local employers, colleges, training providers  Careers themed lessons around LMI information.  Employer Visit / Workshop | College Workshop with Employability skills theme  Apprenticeship Workshop as part of National Apprenticeships Week  National Careers Week Activities  Careers themed lessons around LMI information.  Employer Visit / Workshop | Careers themed lessons around LMI information.  College Workshop with Employability skills theme  Careers / Employer Speed Dating event  Employer Visit / Workshop |
| YEAR 9 | Careers & Aspirations themed Assemblies.  Careers Linked lesson & workshops | National Apprenticeship Week – Activities.  National Careers Week Activities / Workshops including employers & colleges workshops / trips and visits  Careers & Aspirations themed Assemblies.  Careers Linked lesson & workshops | **No encounters –encounters must have taken place by 28 February**  Options choices |
| YEAR 10 | Post 16 – Training Providers / FE & HE aspiration Assemblies weekly with Q&A post session.  Careers & Aspirations Fair | National Apprenticeship Week – ASK Apprenticeship Mock interviews / assessment workshop.  National Careers Week Activities / Workshops including employers & colleges workshops / trips and visits  College & Training Provider Taster Session / trips & visits  Post 16 – Training Providers / FE & HE aspiration Assemblies weekly with Q&A post session. | Post 16 – Training Providers / FE & HE aspiration Assemblies weekly with Q&A post session.  Work Experience preparation session  Work Experience in Summer Term 2 |
| YEAR 11 | Post 16 – Training Providers / FE & HE aspiration Assemblies weekly with Q&A post session.  Careers & Aspirations Fair  IAG applications / Advisor Interviews  Work Experience (individualised)  College & Training Provider Visits & Trips | National Apprenticeship Week – ASK Apprenticeship Mock interviews / assessment workshop.  National Careers Week Activities / Workshops including employers & colleges workshops / trips and visits  IAG applications / Advisor Interviews  Work Experience (individualised)  College & Training Provider Visits & Trips | **No encounters –encounters must have taken place by 28 February**  Confirmation of post-16 education and training destinations for all pupils  IAG applications / Advisor Interviews – NEET support |

Please speak to our Careers Lead (Mr R Doohan) to identify the most suitable opportunity for you.

The programme is adaptable to meet the needs and aspirations of the learners, event may differ throughout the school year. Some encounters and activities may run at different points throughout the school year.

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

**4.3 Granting and refusing access**

Provider’s 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 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.

Provider’s can send any prospectuses and marketing information to Ross Doohan, addressed to the Heights Blackburn, Hey’s Lane, Blackburn, BB2 4NW or emailed to [ross.doohan@theheightsfreeschool.org](mailto:ross.doohan@theheightsfreeschool.org)

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

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## **5.0 PREVIOUS PROVIDERS**

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

* Blackburn College / Apprenticeship Team
* Training 2000
* ASK Apprenticeship
* NLTG
* Burnley College
* Accrington & Rosendale College Group
* Preston 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:

Year 11s over the last 2 – 3 academic years our pupils have transitioned on to a number of different academic and vocational routes including but not limited to;

* Blackburn College,
* Burnley College,
* Accrington & Nelson College
* NLTG
* The Army
* Local Apprenticeships & Traineeships

## **7.0 COMPLAINTS**

**7.1** Any complaints related to provider access can be raised following the school complaints procedure, which is outlined on the school’s website 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
* Complaints 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 Ross Doohan (Careers Lead)

**9.2** This policy will be reviewed initially by the Careers Lead for the school then by The Trust and approved by governor’s annually or when amendments are required.

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