 

CAREERS PROVIDER ACCESS STATEMENT

**Document Control**

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| **This document has been approved for operation within:** | All Trust Establishments  |
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##  **Aims**

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

##  This is outlined in section 42B of the [Education Act 1997](https://www.legislation.gov.uk/ukpga/1997/44/section/42B).

## **2.4** This policy shows how our school complies with these requirements

**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
* Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
* 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: |
| Ross Doohan  | Careers Lead |
| Telephone | 01254 261655 |
| Email  | ross.doohan@theheightsfreeschool.org |

**4.2** Opportunities for access

\*DURING COVID 19 RESTRICTIONS ALL ENCOUNTERS WITH EMPLOYEES WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR OUR STUDENTS TO ENGAGE AND ASK QUESTIONS\*

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.

In the following table, outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers.

|  | **autumn term** | **spring term** | **summer term** |
| --- | --- | --- | --- |
| **Year 7 & 8** | Employer Engagement work shops | Whole School Careers FairFE engagement workshops | Careers Speed DatingEmployer Engagement work shops |
| **Year 9** | FE VisitsCollege WorkshopsEmployer Engagement work shops | Whole School Careers FairEmployer Engagement work shops | Careers Speed DatingEmployer Engagement work shops |
| **Year 10** | FE VisitsEmployer Engagement work shops | Whole School Careers FairEmployer Engagement work shops | FE AssembliesMock InterviewsEmployer Engagement work shops |
| **Year 11** | FE AssembliesASK Apprenticeships FE/HE Visits | FE AssembliesASK Apprenticeships FE/HE VisitsWhole School Careers Fair | FE AssembliesASK Apprenticeships FE/HE Visits |

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

**4.3** Granting and refusing access

The Careers Lead will link with the school’s DSL if there are concerns relating to an employer or provider. Each encounters will be risk assessed accordingly.

**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

**4.6** 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 students, 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.

**4.7** 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 students and staff.

**4.8** Providers are welcome to send a digital/hard copy of their prospectus or other relevant course literature to (Ross Doohan – Careers Leader). This information will then be distributed through our online Careers classroom for all students to access/the Careers Library.

**5.0 Links to other policies**

* + Safeguarding/child protection policy
	+ Careers guidance policy
	+ Curriculum policy

**6.0 Monitoring arrangements**

The school’s arrangements for managing the access of education and training providers to students are monitored by Ross Doohan (Careers Lead)

The Trust has overall responsibility for the effective operation of this statement and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the statement to the Central team, the Local Governing Body and the Headteacher of each Trust school.

At every review, the policy will be approved by the Local Governing Body.