



**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
- The school will endeavour to ensure that learners needs are met and the events are adaptable for the learners.

## 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, 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 Eden 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, this is through employer and apprenticeship workshops, campus visits, taster sessions, assemblies with providers and provider led experiences.
- 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 Emma Frith (Careers Lead)

Telephone: 01254 790241

Email: efrith@eden-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	Employer visit Careers Themed PSHE lessons	National Careers Week – in school careers day Employer visit	Careers workshop Employer visit / workshop
YEAR 9	Assembly and tutor group opportunities - employability skills Meeting with careers adviser	National Careers Week – in school careers day Key Stage 4 options event National Apprenticeship week opportunities.	No encounters –encounters must have taken place by 28 February Options choices.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
		Careers linked lessons and workshops	
YEAR 10	Post-16 technical education options assembly. Assembly and tutor group opportunities - employability skills Careers and Aspirations fair	National Careers Week – in school careers day Networking event with providers and employers Technical/vocational tasters at local college/s, training providers National Apprenticeship event CV writing and application linked lessons and workshops	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers
YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser IAG applications / Adviser interviews NCS delivery	National Careers Week – in school careers day Post-16 interviews NCS delivery IAG applications / Adviser interviews	<b>No encounters –encounters must have taken place by 28 February</b> Confirmation of post-16 education and training destinations for all pupils NCS delivery

Please speak to our Careers Lead; Emma Frith 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

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

If the provider does not have a valid DBS,

If they haven't arranged prior visit with the careers 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 Career 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 Emma Frith, addressed to Eden School, Heys Lane, Blackburn, BB2 4NW or emailed to [efrith@eden-ept.com](mailto:efrith@eden-ept.com)

#### **5.0 PREVIOUS PROVIDERS**

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

- \* Blackburn College
- \* Accrington and Rossendale College
- \* Edge Hill University
- \* Burnley College
- \* Myerscough College
- \* ASK apprenticeship
- \* National Apprenticeship show

#### **6.0 PUPIL DESTINATIONS**

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

- Myerscough College
- Blackburn College
- Bolton College
- Local apprenticeship
- Craven College

#### **7.0 COMPLAINTS**

**7.1** Any complaints related to provider access can be raised following the school complaints procedure [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**

- [Child-Protection-and-Safeguarding-Policy-Sept-24-25-2.pdf](#)
- [Careers-Policy-June-2024-25-v20098-1.pdf](#)
- [Complaints-Policy-Mar-24-26.pdf](#)

**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 Emma Frith (Careers Lead).

**9.2** This policy will be reviewed by Emma Frith (Careers Lead), this will be reviewed annually and amended if there are any changes.

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