



**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 2023
<b>Date next review due by</b>	February 2024
<b>Review period</b>	Annually



## CONTENTS

1.0	AIMS	4
2.0	STATUTORY REQUIREMENTS	4
3.0	STUDENT ENTITLEMENT	5
4.0	MANAGEMENT OF PROVIDER ACCESS REQUESTS	5
5.0	PREVIOUS PROVIDERS	7
6.0	PUPIL DESTINATIONS	7
7.0	COMPLAINTS	7
8.0	LINKS TO OTHER POLICIES	7
9.0	MONITORING ARRANGEMENTS	7

## 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 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](#), 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 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

## **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.

Encounters at Pleckgate will broaden horizons and develop knowledge and understanding required for pupils to identify their progression pathways.

We will use destination data to review the CEIAG curriculum and inform continuous improvement.

We invite meaningful encounters in school and through visits to FE establishments.

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 Pleckgate 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, e.g. through activities and events such as FE provider events, options events, assemblies and taster events
- 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 Zehra Faruki, CEIAG Lead.

Telephone: 01254 249134

Email: [careers@pleckgate.com](mailto:careers@pleckgate.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>Assembly and tutor group opportunities - employability skills</p> <p>Unifrog Platform</p>	<p>Assembly programme to support a variety of future options for pupils with providers.</p> <p>National Careers Week</p> <p>National Apprenticeship Week</p>	<p>Encounters with employers and employees.</p> <p>College discovery days.</p>
YEAR 9	<p>Assembly and tutor group opportunities - employability skills</p> <p>Unifrog Platform</p>	<p>Key Stage 4 options event - including pupil options process, advice and guidance from subject teachers, employer talks and provider guidance on courses accessible 16-19.</p> <p>National Careers Week</p> <p>National Apprenticeship Week</p> <p>British Science Week FE provider encounter</p>	<p><b>No encounters –encounters must have taken place by 28 February</b></p>
YEAR 10	<p>Post-16 technical education options assembly with General Further Education College</p> <p>Life Skills – work experience preparation sessions</p> <p>Assembly and tutor group opportunities - employability skills</p> <p>Unifrog Platform</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>1:1 meeting with a careers advisor and creation of an individual action plan.</p> <p>National Careers Week</p> <p>National Apprenticeship Week</p>	<p>Workplace encounter preparation sessions</p> <p>Workplace encounter</p> <p>Technical/vocational tasters at local college/s, training providers.</p>
YEAR 11	<p>Post-16 provider information day - a range of providers in school to offer advice and guidance</p> <p>Post-16 applications</p> <p>Blackburn is hiring event - careers fayre</p>	<p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Post-16 applications</p> <p>Apprenticeships – support with applications</p> <p>National Careers Week</p> <p>National Apprenticeship Week</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
	with various training providers Unifrog Platform		

Please speak to our CEIAG coordinator 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

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

- FE provider day for year 11 to give pupils the knowledge to make well informed decisions.
- Year 9 options event to support pupils making decisions about their future.
- An assembly programme to talk about the FE opportunities available to our pupils.
- Curriculum opportunities - the opportunity to work with our Heads of Department as well as the Careers Co-ordinator to educate how particular subjects lead to employment opportunities.
- Parents evenings - to have contact with pupils and parents to provide information on FE opportunities.
- Access to our careers curriculum time in school to talk to pupils directly about their options for the future.
- Tutor time access to talk to pupils directly about their options for the future.

Please contact the Careers Co-ordinator for access, to discuss the timing of a visit would be appropriate at that time.

#### 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

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 any 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.

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.

Providers are welcome to send a digital copy of their prospectus or other relevant course literature to the CEIAG coordinator J Blears. This information will then be distributed through our online Careers classroom for all pupils to access.

## **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
- Clitheroe Grammar 6th Form
- Cardinal Newman
- Runshaw
- Darwen Aldridge Academy 6th Form
- Myerscough College
- QEGS 6th Form
- Darwen Aldridge Studio School
- Accrington and Rossendale College
- St Wilfrid's 6th Form
- Westholme 6th Form
- TIBHS 6th Form
- TIGHS 6th Form
- Burnley College
- Training 2000
- Get Set Apprenticeships
- ASK Apprenticeships

## **6.0 PUPIL DESTINATIONS**

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

- Further Education Establishments - 191 pupils
- 6th Form Colleges - 20 pupils
- Traineeships - 4 pupils
- Apprenticeships - 3 pupils

## **7.0 COMPLAINTS**

**7.1** Any complaints related to provider access can be raised following the school complaints procedure [COMPLAINTS POLICY](#) 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 Policy
- Careers 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 Zehra Faruki, CEIAG Lead.
- 9.2** This policy will be reviewed by Stuart Cadman, Assistant Headteacher, annually.
- 9.3** At every review, the policy will be approved by the Governing Board.