



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>	June 2022
<b>Date of next review</b>	June 2023
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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 pupils 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 pupils in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. We also offer careers education in year 7.
- 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 pupils.
- 2.3** This is outlined in section 42B of the [Education Act 1997](#).
- 2.4** This policy shows how our school complies with these requirements

## 3.0 Pupil entitlement

- 3.1** All pupils in years 7 to 11 at Pleckgate 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:	
Miss J Blears	PSHE & Careers Lead
<b>Telephone</b>	01254 249134
<b>Email</b>	jblears@pleckgate.com

### 4.2 Opportunities for access

**\*DURING COVID 19 RESTRICTIONS ALL ENCOUNTERS WITH EMPLOYEES WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR OUR PUPILS 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 pupils and/or their parents/carers.

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

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Weekly assemblies	Weekly assemblies	Weekly assemblies
YEAR 9	Weekly assemblies	Weekly assemblies	Weekly assemblies
YEAR 10	Weekly assemblies	Weekly assemblies	Weekly assemblies
YEAR 11	Weekly assemblies	Weekly assemblies Mock results day	Weekly assemblies GCSE results day

There are also additional Enrichment Days that run throughout the year that providers may be able to participate in.

Please speak to our careers lead to identify the most suitable opportunity for you.

#### 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.

#### 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 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.

#### 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 pupils and staff.

#### 4.8 Providers are welcome to send a digital/hard copy of their prospectus or other relevant course literature to Miss Blears. This information will then be distributed through our online Careers classroom for all pupils to access and 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 pupils are monitored by Miss Blears.

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.