



**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 2024
<b>Date next review due by</b>	February 2025
<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 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

**Explain how your school will comply with this requirement.**

## 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.

[You can use the [Making it Meaningful checklist](#) from the Careers & Enterprise Company to support you here]

Include here if you will accept live online encounters. If you will, add:

Meaningful live online engagement is also an option at our school.

### 3.0 STUDENT ENTITLEMENT

3.1 All students in years 8 to 13 at [name of 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 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

Outline the procedures that providers must follow when requesting access to students.

Include the following contact details:

A provider wishing to request access should contact [name], [job title].

Telephone: [telephone number]

Email: [email address]

#### 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:

In the following table:

- Outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers
- Set out the times at which access will be given

We've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Event for university technical colleges (UTCs)	Employer event for pupils, parents – market stall event giving overview of local, regional and	Careers workshop

	AUTUMN TERM	SPRING TERM	SUMMER TERM
		national opportunities and skills requirement	Technical/vocational tasters at local college/s, training providers
YEAR 9	Assembly and tutor group opportunities - employability skills Meeting with careers adviser	Key Stage 4 options event	<b>No encounters – encounters must have taken place by 28 February</b>
YEAR 10	Post-16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions Assembly and tutor group opportunities - employability skills	Networking event with providers and employers Technical/vocational tasters at local college/s, training providers	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 Post-16 applications	Post-16 interviews Apprenticeships – support with applications	<b>No encounters – encounters must have taken place by 28 February</b>  Confirmation of post-16 education and training destinations for all pupils

Please speak to our **[Careers Lead / enter job role]** 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

Outline when access to students will be granted or refused. You may choose to present this as a bullet list.

For example, you may choose to include details of timetabled careers lessons, assemblies and career events that providers may attend.

#### 4.4 Safeguarding

Adapt this section to reflect your safeguarding/child protection policy.

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

Explain:

What facilities will be available to enable providers to access students, e.g. rooms, specialist equipment such as audio and visual devices

The process for organising and agreeing which facilities can be used

Whether providers can leave prospectuses or other material for students to read

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

#### 5.0 PREVIOUS PROVIDERS

5.1 In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Include a list of previous providers who have visited your school.

#### 6.0 PUPIL DESTINATIONS

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

- Include here the destinations of year 11 pupils / this can be broken down in a table

#### 7.0 COMPLAINTS

7.1 Any complaints related to provider access can be raised following the school complaints procedure [insert a link to your procedure] 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 Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum 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 [name and role].

9.2 This policy will be reviewed by [name and role] [frequency e.g. annually (there's no statutory review frequency, but the DfE recommends it is done annually)].



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