



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

CAREERS PROVIDER ACCESS STATEMENT



Document Control

This document has been approved for operation within:	All Trust Establishments
Date effective from	February 2026
Date next review due by	February 2027
Review period	Annually

CONTENTS

1.0	AIMS	4
2.0	STATUTORY REQUIREMENTS.....	4
3.0	RECOMMENDATIONS AND BEST PRACTICE FOR SCHOOLS	5
4.0	STUDENT ENTITLEMENT	5
5.0	MANAGEMENT OF PROVIDER ACCESS REQUESTS	5
6.0	PREVIOUS PROVIDERS	7
7.0	PUPIL DESTINATIONS	7
8.0	COMPLAINTS	7
9.0	LINKS TO OTHER POLICIES	7
10.0	MONITORING ARRANGEMENTS	8

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 4 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 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

* Eden School will invite providers into school to deliver sessions and also visit the providers externally.

* The school will try to rotate providers to provide a breadth of different options to students.

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.

3.0 RECOMMENDATIONS AND BEST PRACTICE FOR SCHOOLS

3.1 It is recommended that school use the COMPASS Plus (or similar equivalent); Future Skills Questionnaire, to support and ascertain what pathways pupils would be interested in. This survey will allow Careers Leaders to source the most appropriate opportunities for pupils.

3.2 It is also recommended school communicate key information with Parent and Carers in relation to Careers information and guidance. Information is shared with Parent and Carers by the following channels:

* Key information is communicated to parents via e-mail, telephone and Social media dependant upon the parents preferred contact method.

4.0 STUDENT ENTITLEMENT

4.1 All students in years 8 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 done through activities and events such as options events, assemblies, careers fairs and taster events**
- Understand how to make applications for the full range of academic and technical courses

5.0 MANAGEMENT OF PROVIDER ACCESS REQUESTS

5.1 Procedure

A provider wishing to request access should contact **Emma Frith, Careers Lead**.

Telephone: **01254 790241**

Email: **efrith@eden-ept.com**

5.2 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>Careers themed lessons around LMI information.</p> <p>Employer Visit / Workshop</p> <p>Provider visit / workshop in school</p> <p>Virtual work experiences.</p> <p>Mock interviews and applications.</p>	<p>Apprenticeship Workshop as part of National Apprenticeships Week</p> <p>National Careers Week Activities</p> <p>Careers themed lessons around LMI information.</p>	<p>Careers workshop</p> <p>Provider visit</p> <p>Employer visits / workplace experience</p>
YEAR 9	<p>Assembly and tutor group opportunities - employability skills</p> <p>Meeting with careers adviser</p> <p>Virtual work experiences.</p> <p>Mock interviews and applications.</p> <p>Careers themed lessons around LMI information.</p> <p>Employer Visit / Workshop</p> <p>Provider visit / workshop in school</p>	<p>Apprenticeship Workshop as part of National Apprenticeships Week</p> <p>National Careers Week Activities</p> <p>Careers themed lessons around LMI information.</p> <p>Key Stage 4 options event</p> <p>Provider visit</p> <p>DWP Careers Program x 4 weeks</p>	<p>No encounters –encounters must have taken place by 28 February</p> <p>Employer visits / workplace experience</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>Tutor group opportunities - employability skills</p> <p>Work experience interviews</p> <p>Work Experience</p> <p>Blackburn is Hiring opportunities event.</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Careers themed lessons around LMI information.</p> <p>Employer Visit / Workshop.</p> <p>DWP Careers Program x 4 weeks</p> <p>Provider visit</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Provider visit</p> <p>College Taster Days</p> <p>Employer visits / workplace experience</p> <p>Career adviser meetings</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
	Provider visit / workshop in school		
YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications Work Experience (as appropriate)	Post-16 interviews Apprenticeships – support with applications	No encounters –encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

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.

5.3 Granting and refusing access

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

If the provider does not have a valid DBS,

If they haven't arranged prior visit with the Career's Leader,

In the event of a school closure or staff absence, which may lead to the workshop or event being cancelled.

5.4 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.

5.5 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 Careers 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

Any measures related to public health incidents.

6.0 PREVIOUS PROVIDERS

6.1 In previous years we have invited or visited the following providers from the local area to speak to our pupils

- * Blackburn College / Apprenticeship Team
- * Training 2000
- * ASK Apprenticeship
- * NLTG
- * Burnley College
- * East Lancs Learning – Accrington & Rossendale and Nelson & Colne College
- * Preston College
- * Myerscough College
- * Craven College

7.0 PUPIL DESTINATIONS

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

- Blackburn College
- Accrington and Rossendale College
- Burnley College
- Preston College
- Specialist Post-16 Provision

8.0 COMPLAINTS

8.1 Any complaints related to provider access can be raised following the school complaints procedure [Complaints-Policy-Mar-24-26-1.pdf](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

9.0 LINKS TO OTHER POLICIES

9.1 * [Safeguarding/child protection policy - Child-Protection-and-Safeguarding-Policy-Sept-25-26.pdf](#)

- [Careers guidance policy - Careers-Policy-June-2025-26new-new.pdf](#)

10.0 MONITORING ARRANGEMENTS

10.1 The school's arrangements for managing the access of education and training providers to students are monitored by Emma Frith, Careers Lead.



- 10.2** This policy will be reviewed by Emma Frith, Careers Lead, annually and by the EPT.
- 10.3** At every review, the policy will be adopted by the Governing Board.