



**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>	January 2021
<b>Date of next review</b>	January 2022
<b>Review period</b>	Annually
<b>Status</b>	Statutory - Trust
<b>Owner</b>	Education Partnership Trust
<b>Version</b>	1



**Contents**

1. Aims.....	4
2. Statutory requirements .....	4
3. Student entitlement.....	4
4. Management of provider access requests.....	4
5. Links to other policies .....	6
6. Monitoring arrangements.....	6

## 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 also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

**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 Student entitlement

**3.1** All students in years 8 to 13 at Burnley 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
- 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:	
Craig Brandwood	Careers Leader
<b>Telephone</b>	01282 681950
<b>Email</b>	cbrandwood@burnleyhigh.com

### 4.2 Opportunities for access

**\*DURING COVID 19 RESTRICTIONS ALL ENCOUNTERS WITH EMPLOYEES WILL BE CONDUCTED VIRTUALLY WITH THE OPPORTUNITY FOR OUR STUDENTS 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 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.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
<b>YEAR 8</b>	Burnley College, Nelson and Colne College, Accrington and Rossendale College, START, Future U, Boost Life Skills.	Burnley College, Nelson and Colne College, Accrington and Rossendale College, START, Future U, Boost Life Skills.	Burnley College, Nelson and Colne College, Accrington and Rossendale College, START, Future U, Boost Life Skills.
<b>YEAR 9</b>	Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive.	Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive.	Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
<b>YEAR 10</b>	<p>Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive, Work Experience/Virtual Work Experience, a variety of higher education partnerships (e.g. UCLAN, University of Manchester, Manchester Metropolitan, University of Leeds and many more)</p>	<p>Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive, Work Experience/Virtual Work Experience, a variety of higher education partnerships (e.g. UCLAN, University of Manchester, Manchester Metropolitan, University of Leeds and many more)</p>	<p>Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive, Work Experience/Virtual Work Experience, a variety of higher education partnerships (e.g. UCLAN, University of Manchester, Manchester Metropolitan, University of Leeds and many more)</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive, Work Experience/Virtual Work Experience, a variety of higher education partnerships (e.g. UCLAN, University of Manchester, Manchester Metropolitan, University of Leeds and many more)	Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive, Work Experience/Virtual Work Experience, a variety of higher education partnerships (e.g. UCLAN, University of Manchester, Manchester Metropolitan, University of Leeds and many more)	Burnley College, Nelson and Colne College, Accrington and Rossendale College, The Royal Navy, Evolve Military College, Burnley Football Club, START, Future U, Training 2000, Boost Life Skills, Lancashire Learnlive, Work Experience/Virtual Work Experience, a variety of higher education partnerships (e.g. UCLAN, University of Manchester, Manchester Metropolitan, University of Leeds)

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

#### 4.3 Granting and refusing access

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students.

This list is not exhaustive and each access request will be considered on a case by case basis.

The decision to grant or deny access to students will be made by the Headteacher

#### 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 students, 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 students and staff.

4.8 Providers are welcome to send a digital/hard copy of their prospectus or other relevant course literature to (Careers Leader: Craig Brandwood). This information will then be distributed through our form teachers/library for all students to access/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 students are monitored by the Careers Lead, Craig Brandwood

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 Head teacher of each Trust school.

At every review, the policy will be approved by the Local Governing Body.