



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

CAREERS PROVIDER ACCESS STATEMENT



Document Control

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|--|--------------------------|
| This document has been approved for operation within: | All Trust Establishments |
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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 11 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 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 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

These encounters will take place through visits to school by providers which will include assemblies, workshops and careers fairs. It will also entail visits externally to educational settings, roadshows and exhibitions.

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.

This will include visits to providers and experiences of further and higher education settings as well as training providers and careers and apprenticeship workshops. We use a vary of different experiences and encounters to develop well rounded knowledge of different offers available to students.

Meaningful live online engagement can also be carried out and is a great option at our school.

3.0 STUDENT ENTITLEMENT

3.1 All students in years 8 to 11 at Coal Clough Academy 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 talks and taster events. We also attend an annual Burnley wide Careers Fair of which a large number of providers and employers attend.
- Understand how to make applications for the full range of academic and technical courses

4.0 MANAGEMENT OF PROVIDER ACCESS REQUESTS

4.1 Procedure

For providers to access school they should contact the school Careers Lead, Personal Development Lead or approach through our provider Education Business Partnership.

A provider wishing to request access should contact -

Either:

Molly Sparrow - Careers Lead

Telephone: 01282 421142

Email: msparrow@coalclough.org

Or

Nat Eatwell - Personal Development Lead

Telephone: 01282 421142

Email: neatwell@coalclough.org

Or

Lucy Ross - Careers Advisor (EBPNW)

Telephone: 01282 421142

Email: lucy.ross@ebpnw.co.uk

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:

Here are 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 national opportunities and skills requirement | Careers workshop 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 | No encounters –encounters must have taken place by 28 February |
| YEAR 10 | Post-16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions | 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 |

| | AUTUMN TERM | SPRING TERM | SUMMER TERM |
|---------|--|---|---|
| | Assembly and tutor group opportunities - employability skills | | |
| YEAR 11 | Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser - 1-1 action plan creation Post-16 applications | 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 - Molly Sparrow 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

Students have constant access to careers support via the school careers lead and EBP careers advisor. Students may be refused access to support if deemed appropriate by SLT.

Access to support is offered through:

- Timetabled careers lessons - Year 11
- 1-1 appointments
- Interventions where necessary
- Assemblies and visitor talks
- Careers events such as mock interviews, careers fairs etc
- Outside of school visits

4.4 Safeguarding

An offer is made to all pupils and refusal to access opportunities will only take place at the discretion of the Senior Leadership Team should there be concerns regarding behaviour or safety.

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.

Education and Training Providers will be briefed on safeguarding procedures and as part of their practice be expected to alert the Designated Safeguarding Lead to any concerns in school.

4.5 Premises and facilities

Pupils will have access to a private careers space to engage in one to one sessions and access appropriate materials such as prospectuses from providers and guidance on careers, traineeships, apprenticeships and further & higher education. Pupils also have access to careers and life skills interventions where appropriate.

A range of devices and mediums are used for careers advice and guidance for example video and audio support, flashcards, board games, computers/devices etc

5.0 PREVIOUS PROVIDERS

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

- Training 2000
- Burnley College
- North Lancs Training Group
- The Kings Trust
- THRIVE - Burnley
- Accrington and Rossendale College
- Blackburn College
- Calico
- Lancashire County Council
- ASK Forum
- RAF
- The British Army
- Craven College
- Myerscough College
- Nelson and Colne College

6.0 PUPIL DESTINATIONS

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

- Burnley College
- Accrington and Rossendale College
- Craven College
- Myerscough College
- Nelson and Colne College
- Blackburn College
- Training 2000

- North Lancs Training Group

7.0 COMPLAINTS

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

8.0 LINKS TO OTHER POLICIES

- 8.1 Some links to other school policies are as follows:

- Safeguarding/child protection policy - [Child-Protection-and-Safeguarding-Policy-Sept-24-25-CCA-complete.docx](#)
- Careers guidance policy - [Careers Policy - June 2024-25 updated.docx](#)
- Curriculum policy
- Complaints policy - [Complaints-Policy-Mar-24-26.pdf](#)
- Accessibility policy - [Item-12.-Accessibility-Policy-Dec-23-26.pdf](#)
- Special Educational Needs policy - [SEND Policy - Sep 23-24.docx](#)
- Pupil Mental Health and Wellbeing policy - [UPDATED-CCA-Pupil-Mental-Health-and-Wellbeing-Policy-Sep-23-24-1.docx](#)
- Equality Policy - [EQUALITY-POLICY-July-2024-July-2029.pdf](#)

9.0 MONITORING ARRANGEMENTS

- 9.1 The school's arrangements for managing the access of education and training providers to students are monitored by Molly Sparrow - Careers Lead.
- 9.2 This policy will be reviewed by Molly Sparrow. This will be completed annually.
- 9.3 At every review, the policy will be adopted by the Governing Board.