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# 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 2023            |
| <b>Date next review due by</b>                               | February 2024            |
| <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

All year groups from Years 8 to 11 will have planned assembly presentations from technical education and training providers. These will allow the provider to present examples of

particular pathways as well as success stories of individuals that have undertaken these types of further education. In Year 10, all students will have the opportunity for taster days at local further education providers including those that offer technical education and apprenticeships.

## 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.

Pupils will have the opportunity to meet with representatives from various training providers. In some cases they will have the opportunity to complete work and projects with those representatives as well as to visit the training provider's campus. Pupils will be given information in verbal and written form which will explain the nature of the various post-16 options available to the pupils and the benefits of each. Examples will be given of students that have undertaken these routes and how their careers have progressed as a result. In addition, student will be given the opportunity to ask questions, both in verbal for at the encounter and afterwards, via the careers adviser, in written form. 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 Atherton 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, through activities and events such as options evening, 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

A provider wishing to request access should contact Jennifer Doyle, Careers Adviser.

Telephone: [01942 885500]

Email: [j.doyle@athertonhigh.com]

### 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:

|         | AUTUMN TERM   | SPRING TERM  | SUMMER TERM  |
|---------|---|--|--|
| YEAR 8  | Event for university technical colleges (UTCs)  | Ambitions Week – Students’ lesson to have a careers focus and FE providers as well as employers to come into school.                                   | Careers workshop<br><br>Technical/vocational tasters at local college/s, training providers  |
| YEAR 9  | Assembly and tutor group opportunities - employability skills<br><br>Meeting with careers adviser   | Key Stage 4 options event.<br><br>Ambitions Week – Students’ lesson to have a careers focus and FE providers as well as employers to come into school. | No encounters –encounters must have taken place by 28 February   |
| YEAR 10 | Post-16 technical education options assembly with General Further Education College<br><br>PSHE – work experience preparation sessions<br><br>Assembly and tutor group opportunities - employability skills | Ambitions Week – Students’ lesson to have a careers focus and FE providers as well as employers to come into school.                                   | Industry Day preparation sessions<br><br>Industry Day<br><br>Technical/vocational tasters at local college/s, training providers<br><br>Post-16 apprenticeships assemblies |
| YEAR 11 | Post-16 provider open evenings<br><br>Post-16 apprenticeships assemblies<br><br>1-2-1 Meetings with careers adviser<br><br>Post-16 applications   | Mock interviews – provided by FE providers and volunteers from industry<br><br>Post-16 interviews<br><br>Apprenticeships – support with applications   | No encounters –encounters must have taken place by 28 February<br><br>Confirmation of post-16 education and training destinations for all pupils                           |

Please speak to our Carers Adviser 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

- Pre-planned taster sessions
- Assemblies with training providers
- Industry Day
- Specific careers-orientated PSHE and LRE lessons

#### 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

The use of premises and facilities must be agreed in advance with the careers adviser. This includes the rooms and equipment that will be needed as well as the staff required to help facilitate any event. Prospectuses may be left for students, be arrangement with the careers adviser. Colleges and training providers must provide a list of staff attending in advance and all staff attending from colleges and training providers must provide an up-to-date DBS. In the event of a public health concern, reasonable requirements, such as staff wearing face masks, maybe imposed by AHS and this will be a decision made by the headteacher.

### 5.0 PREVIOUS PROVIDERS

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

- Bolton Sixth Form
- Bolton College
- Winstanley College
- Pendlebury College
- Salford College
- Wigan and Leigh 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:

- Bolton Sixth Form
- Bolton College
- Winstanley College
- Pendlebury College
- Salford College
- Wigan and Leigh College

### 7.0 COMPLAINTS

7.1 Any complaints related to provider access can be raised following the [school complaints 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

[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 Carl MacNamara, Assistant Headteacher.
- 9.2** This policy will be reviewed by Jennifer Doyle, Careers Adviser on an annual basis.
- 9.3** At every review, the policy will be approved by the Governing Board.