

# Careers Education, Information, Advice & Guidance (CEIAG): Provider Access Policy



| Review History   |                |                                                                                                                                                                                                                                                                                                        |                  |
|------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Date Reviewed    | Reviewed by    | Approved By                                                                                                                                                                                                                                                                                            | Date Implemented |
| June 2026        | Headteacher    | Local Governing Committee / Trust                                                                                                                                                                                                                                                                      | September 2026   |
|                  |                |                                                                                                                                                                                                                                                                                                        |                  |
| Recent Revisions |                |                                                                                                                                                                                                                                                                                                        |                  |
| Issue No.        | Date           | Revisions made                                                                                                                                                                                                                                                                                         |                  |
| 3                | September 2026 | Policy to ensure compliance with the Skills and Post-16 Education Act 2022. All maintained schools and academies must provide six encounters with a provider of technical education or apprenticeships for year 7 to year 13 students and the publish a Statement on Provider Access on their website. |                  |

## Introduction

Each secondary is required to publish a Policy Statement on Provider Access for Careers Education, Information, Advice & Guidance (CEIAG). The purpose of the statement is to set out how the school intends to comply with the minimum requirement to provide six encounters and the opportunities for providers to visit and to explain how requests from providers will be handled.

## Relevant Legislation and Guidance

- Education Act 1997, sections 42A, 42B, 45 and 45A
- Education and Skills Act 2008, section 72
- School Information (England) Regulations 2008, schedule 4(15)
- DoE Careers guidance and access for education and training providers (updated 23 June 2026), <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>
- The Careers & Enterprise Company (CEC), <https://www.careersandenterprise.co.uk/>
- National Careers Service (NCS),<sup>1</sup> <https://nationalcareers.service.gov.uk/>
- Jobcentre Plus,<sup>1</sup> <https://www.business.gov.uk/campaign/recruit-with-jobcentreplus/> , <https://www.jobcentreguide.co.uk/>

## Key Requirements

The policy statement must include:

- an explanation of how the school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships, including the times at which access is to be given;
- any procedural requirements in relation to requests for access e.g., the main point of contact at the school to whom requests should be directed;
- grounds for granting and refusing requests for access e.g., details of timetabled careers lessons, assemblies or careers events which providers may attend; and should include the safeguarding policy; and
- details of premises or facilities to be provided to a person who is given access e.g., rooms and resources to be made available in support of a provider visit.

The policy statement should also include:

- how the school will work with each visiting provider;
- a list of providers that have previously been invited into the school;
- if the school accepts live online encounters;
- destinations of previous students; and
- information about how a provider can raise a complaint and the procedure that will be followed.

## Model policy Statement

A model Policy Statement is attached at **Annex A**.

## Review Frequency

The model Policy Statement will be updated annually for publication on Careers pages of each school website.

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<sup>1</sup> From 1 October 2026, the government will bring together the National Careers Service and Jobcentre Plus in England, to create a greater awareness and focus on skills and careers and better join-up employability and careers provision.

## **Annex A**

### **Policy Statement on Provider Access**

#### **for Careers Education, Information, Advice & Guidance (CEIAG).**

#### **[St John's Catholic School & Sixth Form College]**

### **1. Introduction:**

This policy statement sets out the Bishop Hogarth Catholic Education Trust's arrangements and therefore the arrangements for individual academies for managing the access of providers to students at the academy for the purposes of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under **Section 42B, Education Act 1997** and the **Skills and Post-16 Education Act 2022** we have a duty to provide students in Years 7-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

#### **1.1 Vision:**

The Bishop Hogarth Catholic Education Trust (BHCET) is committed to raising aspirations and maximising the benefits for every student in the development of a whole Trust approach to CEIAG by providing a planned programme of activities both in and outside of the curriculum, which includes work related learning opportunities.

Bishop Hogarth Education Trust is committed to ensuring the following outcomes for our students:

- All students are empowered to plan and manage their own futures including preparation for work and to become economically independent
- All students are enabled to make informed choices through the provision of impartial and independent advice and guidance
- All students are motivated and inspired to achieve and are not limited by prevailing stereotypes and attitudes

### **2. Student entitlement**

#### **2.1 Students in Years 7 to 13 are entitled to:**

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

All students in Years 8 to 13 will receive at least six encounters with accredited providers of technical education and apprenticeships. These encounters will be divided accordingly:

- During the first key phase (Year 8 to Year 9) all students must attend two mandatory sessions by accredited providers that take place any time during year 8 or between 1 September and 28 February during year 9
- During the second key phase (Year 10 and 11) all students must attend two mandatory sessions by accredited providers that take place any time during year 10 or between 1 September and 28 February during year 11
- During the third key phase (Year 12 and Year 13) there will two sessions by accredited providers which are mandatory for the school to put on, but optional for students to attend.

These will take place any time during year 12 or between 1 September and 28 February during year 13.

## 2.2 Meaningful provider encounters:

A meaningful encounter is defined as: one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students by working closely with the providers, prior to the visit, to ensure a reasonable amount of time is prepared and that the following information is shared as a minimum:

- Information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- Answer questions from students

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement for our students.

## 3. Provider Access

3.1 Every institution should appoint an appropriately trained careers leader to develop and direct the careers programme. They should have the skills, commitment and support from their senior leadership team and should be given protected time and sufficient budget to carry out the role effectively.

3.2 A provider wishing to request access should contact:

**Jo Somers** [jsomers@stjohns.bhcet.org.uk](mailto:jsomers@stjohns.bhcet.org.uk)

**Claire Little** [clittle@stjohns.bhcet.org.uk](mailto:clittle@stjohns.bhcet.org.uk) or

**Hannah Teasdale** [hteasdale@stjohns.bhcet.org.uk](mailto:hteasdale@stjohns.bhcet.org.uk)

The academy will work with providers to identify the most effective opportunity for them to share information about education and training opportunities.

## 4. Opportunities to provide access

4.1 **St John's Catholic School & Sixth Form College** has a comprehensive careers programme for all students in the academy. This programme provides several opportunities for providers to access students and their parents.

These include, but not limited to:

- Assemblies to a specific year group or mix of year groups
- Talks to smaller groups of students
- Stands at careers fayres
- Mock Interviews, employability workshops, and sessions with all types of Post-16 education and training providers including but not limited to local colleges, sixth forms, universities and apprenticeship providers.
- Mentoring work with small groups of students.
- Involvement in extra-curricular activities such as clubs, trips, events, etc.
- Work experience placements.

|                | Autumn / Term 1<br>(September-December)                                                  | Spring / Term 2 (January-April)                                                                                                                         | Summer / Term 3<br>(May-July)                                                |
|----------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Year 7</b>  | Careers assemblies - Introduction to the careers team at St John's                       | Careers Day – Enterprise challenges                                                                                                                     | Pastoral careers program<br>Careers Fair                                     |
| <b>Year 8</b>  | Enterprise Day                                                                           | Careers Day - Enterprise challenges                                                                                                                     | Pastoral careers program<br>Careers Fair                                     |
| <b>Year 9</b>  |                                                                                          | Careers Day – work experience<br>Pastoral careers program                                                                                               | Careers Fair                                                                 |
| <b>Year 10</b> | Build My Skills program                                                                  | Careers Day - Enterprise tasks and external finance talks<br>Pastoral careers program                                                                   | Work experience week<br>Careers Fair                                         |
| <b>Year 11</b> | Pastoral careers program<br>1:1 career interview at least 1 for each student in the year | Careers Day - Opportunity to sample KS4 subjects/ apprenticeship talks, other providers<br>1:1 career interview at least 1 for each student in the year | 1:1 career interview at least 1 for each student in the year                 |
| <b>Year 12</b> | 1:1 career interview at least 1 for each student in the year                             | Careers Day - University talks, finances, apprenticeships, interview skills<br>1:1 career interview at least 1 for each student in the year             | 1:1 career interview at least 1 for each student in the year<br>Careers Fair |
| <b>Year 13</b> | 1:1 career interview at least 1 for each student in the year                             | Careers Day - University talks, finances, apprenticeships, interview skills                                                                             |                                                                              |

Please speak directly to the careers leader in the academy to identify the most suitable opportunity for you.

4.2 In previous terms and academic years, the academy has invited the following providers to speak to students:

- **Bishop Auckland College**
- **GSK**
- **NHS**
- **UTC**

In September 2025, our Year 11 students moved on to a range of providers in the local area after finishing at the academy.

- Approximately 40% stayed on at St John's Sixth Form
- Approximately 40% enrolled with other providers including: Bishop Auckland College, New College Durham, DSF, QE, Darlington College & East Durham College
- Approximately 10% enrolled onto apprenticeships

Last year, our Year 13 students moved on to a range of providers in the local area after finishing at the academy.

- 65% went to university of which 85% stayed within an hour of Bishop Auckland including: York, Durham, Teesside, Sunderland, Northumbria & Newcastle
- 35% went onto employment or apprenticeship programmes

4.3 Whilst external providers are working in **St John's Catholic School & Sixth Form College**, they will operate according to (and be subject to) the academy's policies and procedures, for example with regards to safeguarding, child protection and safety. The provider should ensure they are aware of academy's related policies prior to visiting the academy.

**St John's Catholic School & Sixth Form College** would welcome providers that clearly communicate the following information.

- Types of qualification including, but not limited to, A-Levels, Vocational awards, technical awards including T-Levels, apprenticeships, and degrees.
- Routes into employment, continued education or training
- Raising awareness of career sectors and expanding students' knowledge of the local labour market
- Broadening aspirations
- Providing real world expectation and knowledge of the world of work and employability skills
- Support in applications including but not limited to course, apprenticeship, university and employment applications
- Additional support for transitions into Further Education, Higher Education, Apprenticeships, other training opportunities and employment. This can include financial, emotional and practical support for more vulnerable students.

4.4 **St John's Catholic School & Sixth Form College** will not work with providers who present any information above in a biased manner that does not support students gaining accurate insight for their career development.

## 5. Facilities and Premises

5.1 Once the academy has accepted a provider, we will make the academy hall, classrooms and private meeting rooms available (wherever possible) to host discussions between providers and students. We will also make presentation equipment, such as ICT board, available to providers. Arrangements will be discussed in advance between our career's leader and a nominated member of the provider's team. Providers are welcome to leave a copy of their prospectus and other relevant course literature with the academy LRC Manager.

## 6. Complaints

6.1 If you have a complaint relating to the academy's provider access arrangements, you can raise it in line with the Trust Complaints Policy which can be found here:

<https://bhcet.org.uk/information/policies/>

or you can contact The Careers and Enterprise Company directly on [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).