

St Michael's Catholic Academy Careers Education, Information, Advice & Guidance (CEIAG): Provider Access Policy

Review History			
Date Reviewed	Reviewed by	Approved By	Date Implemented
July 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 pupils 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),¹ <https://nationalcareers.service.gov.uk/>
- Jobcentre Plus,¹ <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 pupils; 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.

¹ 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.

**Policy Statement on Provider Access
for Careers Education, Information, Advice & Guidance (CEIAG).
St Michael's Catholic Academy**

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 pupils 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 Pupils 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 pupils 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 pupils 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 pupils 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 pupils 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 – that are mandatory for the school to put on, but optional for pupils to attend, to 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:

Miss Ellen Gilhooley (Careers Lead) egilhooley@stmichaels.bhcet.org.uk directly at the academy. The academy will then 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 Michael's Catholic Academy** has a comprehensive careers programme for all pupils in the academy. This programme provides several opportunities for providers to access pupils 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.

Careers at St Michael's



HD Curriculum: Careers

Year 11

- Transition to Y11: What are Post-16 Pathways
- My Personal Boardroom
- Key Sectors in the Local Labour Market
- Teesside University
- Preparing for Interviews
- What is democracy in the workplace?
- What are workplace laws?
- What can I use my individual liberty in career choices?
- Respect and Tolerance in the Workplace
- What is ethical business?
- Professional conduct and social media

Year 10

- Transition to Y10: What are GCSEs?
- My Personal Boardroom
- How careers and the labour market changes
- Job interviews and workplace behaviour
- Post 16 Options: Apprenticeships and FE
- Preparing for WEX: Choosing the right placement
- Unifrog: Logging WEX Placements.
- Careers Drop Down Day

Year 9

- Transition to Y9: What do I want to be?
- My Personal Boardroom
- Letters of Application
- CV Writing
- Managing Money: Enterprise
- Picking My Options
- Careers Drop Down Day
- Unifrog: Student Self Discovery

Year 8

- Transition to Y8: Dreams and Goals
- My Personal Boardroom and How I present myself
- Challenging Stereotypes in Labour Market
- Managing Money: Bank Cards, Loans and Debt
- Enterprise Challenge
- Careers Drop Down Day
- Unifrog: Student Self Discovery

Year 7

- Transition to Secondary: My Personal Boardroom
- The Local Labour Market
- Unifrog: Student Self Discovery
- Careers in STEM
- Managing Money: Pay and Employment
- Careers Drop Down Day

Aim: Our Careers Programme empowers every student to **aspire and achieve**, developing the confidence and skills to **thrive and bloom** in their future pathways.

We use the Skills Builder Universal Framework to measure and build students essential, employability skills.

Unifrog is used to track student engagement against Gatsby Career Benchmarks.

Key Events and Experiences

Year 11

- 1 to 1 Career Guidance
- College and Apprenticeship Assemblies
- Spoken Word Qualification
- College Pop Ups
- Student Leadership Team
- Exam Preparation Timetable
- Future Skills Questionnaire

Year 10

- 1 to 1 Career Guidance begins in Spring Term
- Work Experience Placements
- College Discovery Days: Hartlepool FE, Stockton V, Bede College, SRC and Middlesbrough College
- College and Apprenticeship Assemblies
- College Pop Ups
- Future Skills Questionnaire
- Catalyst Programme- Trip to Oxford University
- School Councils
- Duke of Edinburgh Silver Award
- GCSE course specific University and Industry trips and workshops.
- Enrichment Timetable
- The National Career Challenge

Year 9

- GCSE Options
- Duke of Edinburgh Bronze Award
- College, University and Industry trips and workshops.
- Enrichment Timetable
- School Councils
- My Big Career Interviews
- Unifrog: Student Self Discovery
- Future Skills Questionnaire
- The National Career Challenge
- Esh Building My Skills Programme
- Launchpad

Year 8

- Catalyst Programme Begins
- Enrichment Timetable
- School Councils
- My Big Career Interviews
- University and Industry trips, workshops and speakers.
- Liz Millions Illustrator Workshop
- Unifrog: Student Self Discovery
- Future Skills Questionnaire
- The National Career Challenge
- Northern Gas Networks - Energy Futures Education

Year 7

- Library Visits: Exploring the workplace
- Enrichment Timetable
- School Councils
- University and Industry trips, workshops and speakers.
- Future Skills Questionnaire
- MyBigCareer Workshops
- STEM Roadshow
- The National Career Challenge
- Unifrog: Student Self Discovery



Personal Development at St Michael's

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 pupils:

To support pupils in making informed decisions about their future education, training and career pathways, the academy regularly invites a diverse range of providers, employers, higher education institutions and community organisations to deliver talks, workshops and enrichment activities. In recent years, these have included:

- Middlesbrough College
- Stockton Sixth Form College
- Hartlepool FE College
- Education Training Collective (SRC, NETA and Bede College)
- Teesside University
- University of Oxford
- University of Cambridge
- Tees Active
- MyBigCareer
- The National Career Challenge (British Airways)
- The National Career Challenge (NatWest)
- Launchpad (Arriva)
- Nissan
- ESH Group
- UK Parliament
- Liz Million
- Billingham Library
- Cleveland Fire Brigade
- St John's Ambulance
- STEM Roadshow
- Tees Valley Learning Provider Network
- SimFly

Last year, our Year 11 pupils moved on to a range of providers in the local area after finishing at the academy.

Destination	Students	Percentage
College of Further Education	130	76.5%
Sixth Form	17	10.0%
Study Programme	12	7.1%
Apprenticeship	2	1.2%
Employment with Training	2	1.2%
Other	1	0.6%

Provider	Students	Percentage
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ETC (Education Training Collective)	77	44.8%
Middlesbrough College / Middlesbrough-based provision	51	29.7%
SSFC (Stockton Sixth Form College)	12	7.0%
Queen Elizabeth Sixth Form College (including QE Darlington)	7	4.1%
Hartlepool FE / Hartlepool Sixth Form	3	1.7%
Northern School of Art	4	2.3%
Apprenticeships	2	1.2%
Other individual destinations*	16	9.3%

*Includes Durham, East Durham College, York, Stokesley, Navy, Employment and specialist provisions.

4.3 Whilst external providers are working in St Michael's Catholic Academy 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 Michael's Catholic Academy 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 pupils' 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 Michael's Catholic Academy** will not work with providers who present any information above in a biased manner that does not support pupils 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 pupils. 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 librarian at the academy library and careers hub.

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 **<https://stmichaels.bhcet.org.uk/contact>** or you can contact The Careers and Enterprise Company directly on provideraccess@careersandenterprise.co.uk.

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