Saint Bernard's
Catholic High School

CEIAG and PROVIDER ACCESS POLICY

(Careers Education, Information, Advice and Guidance)

MISSION STATEMENT

Christ is our teacher.

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential. We aim to develop positive relationships with every individual and family, the parishes and the wider community.

"I have come that they may have life and have it to the full"

John 10:10

Reviewed by:	J Collins, Vice Principal (Standards), October 2026
Reviewed at:	October 2026
Approved at:	October 2026
Review date:	October 2027
Signed:	Sue Kelly - Chair of Governors

Rationale for CEIAG

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

This policy is based on the Department for Education's (DfE's) statutory Careers guidance and access for education and training providers.
This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent Skills and Post-16 Act 2022, which came into force on 1 January 2023. It explains that our school must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find below. This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997.

Development

The policy will be evaluated and where necessary amended annually.

Links with other school policies.

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, PSHE, equality and diversity, looked after children and special needs.

Objectives

- **Learners' needs:** the careers programme is designed to meet the needs of learners at St Bernard's School. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school. We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed. No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

- **Entitlement:** learners are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is student-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme aims to raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

The responsibility for CEIAG in school lies with the Lead for CEIAG who is line managed in this role by a member of the Headteacher. The delivery of CEIAG is embedded within the PSHE programme of study in Years 7-11 and is the responsibility of all teachers. Unifrog and Skills Builder careers platforms are used across all year groups to support the teaching of careers and skill development.

Staffing

All staff contribute to CEIAG through their roles as form teachers and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Lead for CEIAG and the Senior Leadership Team. Careers information is available in the school library which is maintained by the Lead for CEIAG. Information for students and parents on the school website and on Unifrog.

Curriculum

The careers programme includes careers education sessions, career guidance activities (e.g. group work and individual interviews), information and research activities, and individual learning, planning/portfolio activities. This is mainly delivered during form time activities, through the use of assemblies, the use of social media and the internet, and bought in services like Unifrog and Skills Builder. Other focused events, e.g. attendance at careers events are provided at different times of the year.

Partnerships

The careers lead works in partnership with the Local Enterprise Partnerships (LEPs), Enterprise Co-ordinator and a senior business volunteer, Enterprise Advisor to build careers and employers engagement plans which unlock relationships with local businesses. Other links exist, particularly with post 16 providers throughout South Yorkshire. These providers play an active part in the opportunities given to St Bernard's students, e.g. 1:1 progression interview practice and presentations to groups of students regarding progression at 16.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Lead for CEIAG is responsible for the effective deployment of resources.

Monitoring, review and evaluation

The Gatsby Foundation, The Careers & Enterprise Company Compass+, Unifrog and Skills Builder is used by schools to carry out online self-evaluation of the schools' provision, this is reviewed annually by the Lead for CEIAG using it to identify areas for improvement. Evaluation of different aspects of CEIAG is undertaken annually with opinion sought from staff and students.

Provider Access Policy Statement

1. Aims

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. Statutory requirements

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.

Schools must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

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

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.

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all students in years 8 to 11

Schools must offer:

- 2 encounters for students during the 'first key phase' (year 8 or 9)
    - All students must attend
    - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for students during the 'second key phase' (year 10 or 11)
    - All students 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 students

Prior to each encounter, St Bernard's Catholic High School will liaise with the provider to ensure they are aware of these expectations and that they plan for them. The provider will be asked to share their resources prior to the event so that the Careers Leader can check that these requirements have been met.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students.

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the 'making it meaningful' checklist. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students.

3. Student entitlement

All students in years 7 to 11 at St Bernard's Catholic 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. These opportunities are provided through activities and events such as options events, assemblies and taster events.
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Jayne Collins, Vice Principal and Careers Leader.

Telephone: 01709 828 183

Email: jcollins@sbch.org.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:

ST BERNARD'S CATHOLIC HIGH SCHOOL

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Skills Builder workshops Skills Street Employer Encounter Visit Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder workshops Unifrog Launch - Post 16 Intentions & Interests Profile Careers Fair – a range of employers and Post 16 providers event for students – market stall event giving an overview of local, regional and national opportunities and skills requirement Apprenticeships / TLevel / Traineeships awareness assemblies Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder workshops Employer Encounter Assembly and Q&A session – this includes pathways and different routes to employment (Apprenticeships / TLevels / Traineeships) Unifrog – What's Your Dream Job & Review of Skills Y7 Employer Encounter and Enterprise Day Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections
YEAR 8	Skills Builder workshops Unifrog – Post 16 Intentions & Subject Library Careers searches Awareness of University Technical Colleges (UTCs) Y8 Employer Encounter and Enterprise Day Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder workshops KS4 Options workshops – BTECs, GCSE and Unifrog careers searches Careers Fair – a range of employers and Post 16 providers event for students – market stall event giving an overview of local, regional and national opportunities and skills requirement Apprenticeships / TLevel / Traineeships awareness assemblies with local colleges Key Stage 4 options event Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder workshops Work Experience Day – students have a one-day placement with a family member or friend. Unifrog – Review of Skills Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections

ST BERNARD'S CATHOLIC HIGH SCHOOL

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	Skills Builder Workshops Unifrog – Post 16 Intentions, Subject Library Careers searches & Skills session- What makes a good leader? Employer Encounter Assembly and Q&A session – this includes pathways and different routes to employment (Apprenticeships / TLevels / Traineeships) Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder Workshops Careers Fair – a range of employers and Post 16 providers event for students – market stall event giving an overview of local, regional and national opportunities and skills requirement Apprenticeships / TLevel / Traineeships assemblies Unifrog – Subject Library Treasure Hunt Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder Workshops Unifrog – Identifying Interests and Skills Review Work Experience Launch Y9 Employer Encounter and Enterprise Day Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections
YEAR 10	Skills Builder Workshops Work experience preparation sessions – Life Skills and Health & Safety in the workplace Unifrog – Post 16 Intentions and Careers Escape Room Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder Workshops Work experience Careers Fair – a range of employers and Post 16 providers event for students – market stall event giving an overview of local, regional and national opportunities and skills requirement ASK – Apprenticeships / TLevel / Traineeships assemblies Unifrog and DWP – creating CVs Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Skills Builder Workshops Post 16 technical education options assembly with General Further Education College Technical/vocational tasters at local colleges, training providers 1:1 Personal Guidance Meetings with careers adviser Mock Interviews Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections
YEAR 11	Post 16 provider open evenings Post 16 apprenticeships assembly 1:1 Personal Guidance Meetings with careers adviser Post 16 applications Unifrog – Personal Statements & CVs Employer Encounter – LEAF LMI event Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Careers Fair – a range of employers and Post 16 providers event for students – market stall event giving an overview of local, regional and national opportunities and skills requirement Post 16 interviews ASK Apprenticeships – support with applications Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections	Employer Encounter Assembly and Q&A session – this includes pathways and different routes to employment (Apprenticeships / TLevels / Traineeships) Financial Literacy Sessions LMI Assembly & Activities Social Capital Reflections

4.3 Granting and refusing access

St Bernard's Catholic High School offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents/carers.

4.4 Safeguarding

Our Safeguarding and 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

St Bernard's Catholic High School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We 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.

Meaningful online engagement is also an option. We welcome the opportunity to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

5. Previous providers

Below is a list of a few of the providers from the local area we have worked with recently:

- RNN
- Barnsley College
- Airmaster
- NEXT
- Army
- Boeing
- Balfour Beatty
- CR Civil Engineering
- AESSEAL
- Department for Education/Home Office
- Department for Work and Pensions
- Sheffield Forgemasters
- GB Creativity

6. Student destinations

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

%	Full Time Education	School 6th Form	6th Form College	FE College	Other Post-16 Education	Special Post-16 Institution	Full Time Training	Apprenticeship	Employment combined with training	Employment without training	Not Settled (active in the labour market)	Current activity not established	Temp break from learning (illness)	Number of NEET Students
All 2025	95.1	7.4	45.4	41.7	0	0.61	0.61	1.2	0.6	2.5	0.0	0	0	0
Girls	93.6	7.4	57.4	28.7	0	0.00	1.06	2.1	0	3.2	0.0	0	0	0
Boys	97.1	7.2	29.0	59.4	0	1.45	0.00	0.0	1.4	1.4	0.0	0	0	0
All 2024	92.1	3.3	51.3	36.8	0.7		3.90	2.0	0.7	0.7	0.7	0	0	1
Girls	91.9	5.8	51.2	34.9	0		5.8	1.2	0	0	1.2	0	0	1
Boys	92.4	0.0	51.5	39.4	1.5		1.5	3.0	1.5	1.5	0.0	0	0	0
All 2023	97.2	16.2	47.2	33.8	0		1.41	0.7	0	0	0.7	0	0	1
Girls	98.7	18.7	53.3	26.7	0		1.3	0	0	0	0	0	0	0
Boys	95.5	13.4	40.3	41.8	0		1.5	1.5	0	0	1.5	0	0	1
All 2022	96.4	23.9	42.8	29.7	0		0	3.6	0	0	0	0	0	0
Girls	97.2	31.1	39.2	27	0		0	2.7	0	0	0	0	0	0
Boys	95.3	15.6	46.9	32.8	0		0	4.70	0	0	0	0	0	0

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure (https://www.sbch.org.uk/welcome-sbcs/policies/) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Jayne Collins, Vice Principal.

This policy will be reviewed annually by Jayne Collins, Vice Principal.

At every review, the policy will be approved by the governing board.