



**Burnside College**

**Provider Access Policy Statement  
2025**

Reviewed by ABW - November 2025  
Ratified by Governors - December 2025

## **1. Aims**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under The Education (Careers Guidance in Schools) Act 2022 and Section 42B of the Education Act 1997.

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 must ensure that all students in Year 7 to 13 have access to independent careers guidance. Schools are required to ensure that there are opportunities for a range of local education and training providers to access all students in Year 7 to 13 for the purposes of informing them about approved technical education, qualifications and apprenticeships available at every transition point.

Schools must ensure that information is presented in:

- an impartial manner showing no bias or favouritism towards a particular institution, education or work option
- Includes information on the range of education or training options, including apprenticeships and technical education routes

Schools must ensure that guidance that the person is giving considers and will promote the best interests of the students to whom it is given.

This is outlined in The Education (Career Guidance in Schools) Act 2022 that is outlined here [The Education \(Careers Guidance in Schools\) Act 2022 \(Commencement\) Regulations 2022](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools)

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

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

This policy shows how our school complies with these requirements.

## **3. Student entitlement**

All students in years 7 to 13 at Burnside College are entitled to independent careers guidance. They will:

- 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
- Understand how to make applications for the full range of academic and technical courses
- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.
- Two encounters for pupils during the 'third key phase' (year 12 or 13) 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.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share 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 pupils from the provider)
- answer questions from pupils.

One encounter is defined as one meeting/session between pupils and one provider.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## **4. Management of provider access request**

### **4.1 Procedure**

We welcome contact from any providers who think it would be beneficial or appropriate to deliver information, training or guidance to our students.

A provider wishing to request access should contact Mrs A Welch, Assistant Headteacher

Telephone: 0191 259 8500

Email: [a.welch@burnsidecollege.org.uk](mailto:a.welch@burnsidecollege.org.uk)

### **4.2 Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be found on the school website. A number of events, integrated into the school's careers programme, will provide providers an opportunity to come into school to speak to pupils or their parents and carers. The 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.

## Current Opportunities for Access

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	Building Character and skills in the Workplace (Employer event)	Apprenticeship Week (Access to technical educational and apprenticeship providers)  National Careers Week (Access to academic, technical educational and apprenticeship providers)	Access to Connexions Advisors  Assemblies from academic and technical providers including apprenticeship providers.
<b>Year 8</b>		Career Speed Dating Event (Employer event)  Apprenticeship Week (Access to technical educational and apprenticeship providers)  National Careers Week (Access to academic, technical educational and apprenticeship providers)	Access to Connexions Advisors  Post 14 Assemblies from academic and technical providers including apprenticeship providers.
<b>Year 9</b>	Connexions Meetings  <b>North Tyneside Careers Fair (Student access to academic and technical education providers including apprenticeship providers including UTCs)</b>	Career Zone Event (Employer and provider event)  Year 9 Enterprise event  Apprenticeship Week (Access to technical educational and apprenticeship providers)  National Careers Week (Access to academic, technical educational and apprenticeship providers)	Access to Connexions Advisors  Visit to local FE or HE establishment  <b>Post 14 assembly from academic and technical providers including apprenticeship providers</b>

		Connexions Meetings	
<b>Year 10</b>	<b>North Tyneside Careers Fair (Student access to academic and technical education providers including apprenticeship providers including UTCs)</b>	<p>Apprenticeship Week (Access to technical educational and apprenticeship providers)</p> <p>National Careers Week (Access to academic, technical educational and apprenticeship providers including presentation from BL Training about apprenticeships)</p> <p>Unifrog- destinations platform- assist with post-16/post-18 planning, CV, virtual work experience opportunities</p>	<p>Mock Interviews (Employer event)</p> <p><b>Post 16 assembly from academic and technical providers including apprenticeship providers</b></p> <p><b>Visit to local FE Provider to do taster sessions for vocational courses and T Levels</b></p> <p>Connexions Meetings</p>
<b>Year 11</b>	<p><b>Post 16 assembly from academic and technical providers including apprenticeship providers including UTCs</b></p> <p><b>Careers Fair (Student access to academic and technical education providers including apprenticeship providers)</b></p> <p>Connexions Meetings</p>	<p><b>North Tyneside Careers Fair (Student access to academic and technical education providers including apprenticeship providers)</b></p> <p>Connexions Meetings</p>	
<b>Year 12</b>	<b>Post 18 assembly from HE and technical providers including apprenticeship</b>	<p>Progression Module Assemblies from employers</p> <p>Mock Interviews (Employer Event)</p>	<p>Uni Open Day Visits</p> <p>Work Experience</p>

	<b>providers</b>  <b>North Tyneside Careers Fair</b> <b>(Student access to academic and technical education providers including apprenticeship providers)</b>  Apprenticeships  Assemblies from local Universities about partner offers	UCAS Convention	
<b>Year 13</b>	<b>Post 18 assembly from HE and technical providers including apprenticeship providers</b>  <b>North Tyneside Careers Fair</b> <b>(Student access to academic and technical education providers including apprenticeship providers)</b>	Apprenticeships	

#### 4.3 Granting and refusing access

Access will be granted to providers as and when it is deemed to effectively fit in with our planned scheme of delivery for the students.

Access will be denied only in the circumstance that it is not timed appropriately to ensure students and providers gain a worthwhile experience for the delivery.

In this instance, a suitable time will be arranged with the Careers Leader to allow the provider to gain access to all students in Year 7-13.

#### 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 school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. Presentations must be provided to the school in advance of the event. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader so that they can be displayed in the Careers Section of the school library.

#### **5. Links to other policies**

- CEIAG Policy 2025/26
- Safeguarding and Child Protection Policy 2025/26

#### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs A Welch , Assistant Headteacher/Careers Leader

This policy will be reviewed annually by Mrs A Welch, Assistant Headteacher/Careers Leader. At every review, the policy will be approved by the governing body and the Headteacher, Mr D Jamieson.