

## **CAREERS EDUCATION, INFORMATION AND GUIDANCE (CEIaG) POLICY**

The School places a high value on education that prepares students for the challenges of their future lives. Recognising the rapidly changing landscape of employment opportunities, it strives to provide students with a broad understanding, experience, and knowledge of the working world. Equally important, the School is committed to helping students identify their abilities and strengths, enabling them to set ambitious yet realistic goals for their futures.

The Head of Universities and Careers is assisted by other members of staff who have specialist knowledge of particular careers, universities or subjects. The boys also receive considerable guidance from their Housemasters, who build up extensive experience and play a major part in shaping and directing boys' ideas about their futures. The department ensures that boys receive age-appropriate guidance, information and advice through a planned programme of career, employability and enterprise education delivered via a variety of agencies and partners. The general programme includes assemblies, parent meetings, regular Focus on Careers newsletters as well as access to speakers and seminars, sector-specific networking events, and other co-curricular society meetings focused on the professions.

The Higher Education and Careers Department is on the ground floor of the Smythe Library. There is a wide selection of literature on careers and all forms of higher and further education. There is an extensive range of information and advice available on our internal platform Firefly and boys also have access to a wide range of other online platforms and services such as Morrisby, Unifrog, Massolit, EdX and Forage Virtual Work Experience.

From July 2021, the Government regards "Careers guidance" as the full range of activity delivered under the eight Gatsby Benchmarks. Therefore, the School seeks to implement the eight Gatsby benchmarks of Good Careers Guidance.

These are:

1. A stable careers' programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The CEIaG programme the School provides is presented in an impartial manner, showing no bias towards a particular education or work option and actively challenges stereotypes. It enables students to make informed choices about a broad range of options, including advice to help students choose GCSE and post-16 options. The School recognises that university is not the only choice for pupils and that apprenticeships can offer better outcomes for some pupils. The School understands the importance of continuing to improve careers guidance so that pupils can make an informed choice between technical and academic options.

This policy has regard to Part 1 (Quality of education provided), Paragraph 2 (Curriculum) of the Independent School Standards Regulations.

## **AIMS**

The CElaG programme aims to:

1. Help students learn to understand themselves and develop their capabilities across a wide range of transferable skills.
2. Encourage career exploration by providing quality and up-to-date information about the world of learning and the world of work.
3. Promote resilience and independence by expecting students to take responsibility for their own career decisions, encouraging them to make realistic and flexible plans for the future.
4. Raise students' self-esteem and encourage them to have high aspirations which allow them to achieve economic well-being.
5. Support students in making informed and realistic career decisions.
6. Prepare students for managing change and transitions through education and into work.
7. Provide effective in preparation of pupils for the opportunities, responsibilities and experiences of life in British society

## **PROVISION OVERVIEW VS. GATSBY BENCHMARKS**

### **Benchmark 1: A stable careers programme**

- The Head of Universities and Careers is responsible for leading and developing the careers programme and is line managed by the Deputy Head Academic.
- The Deputy Head of Universities & Careers is responsible for applications to Oxford and Cambridge, and provides information, support for admissions testing and interviews and guidance. This post is line-managed by the Head of Universities & Careers and the Deputy Head Academic.
- The Careers Advisor provides the opportunity for any pupil, at any stage of their careers journey, to schedule a 1-1 meeting. The Careers and Universities Advisor helps support the implementation and development of the careers programme, organises and runs the work experience programme and delivers Life Skills sessions to Sixth Form.
- The careers programme overview and the name and contact details of the Careers Leader is published on the School's website.
- The careers programme is evaluated and revised annually through formal and informal feedback by the leadership team, teachers, careers advisors, pupils, parents and Old Tonbridgians and audited against best practice.
- Unifrog, the careers and destinations platform, is used by all year groups for careers activity tracking and careers education.

### **Benchmark 2: Learning from careers and labour market leaders**

- Labour Market Information (LMI) is dispersed through the Universities and Careers bulletin which is circulated to pupils, teachers and parents on a regular basis.

- The Head of Universities & Careers and the Careers Advisor provide independent, one-to-one careers guidance to individual pupils
- All pupils have access to Unifrog and are taught how to use it for their independent careers and Higher Education research. This programme incorporates up-to-date LMI.
- Parents also have the opportunity to create a Unifrog account. Through this they can access and use information about labour markets and future study options to inform their support to their children.
- All boys have the opportunity to attend industry specific network evenings and engage and learn from market leaders.

### **Benchmark 3: Addressing the needs of each pupil**

- All staff members in the department are trained on providing one-to-one careers guidance to each pupil, in an impartial manner whilst challenging stereotypical thinking on career pathways.
- Each pupils' Unifrog account will follow them throughout their time at Tonbridge.
- Information and guidance given to all pupils about university alternatives such as apprenticeships and technical qualifications through organisations such as the National Apprenticeship Service.
- Unifrog allows the Head of Universities and Careers, the Deputy Head of Universities and Careers, the Careers Advisor, tutors, teachers and pupils to track keep systematic records of engagement with careers activities and individual advice given. Pupils therefore have access to these records to support their career development.
- Opportunities for pupils to be mentored by industry leaders through Tonbridge Connect – our online professional networking platform for pupils, parents, alumni and our wider community.

### **Benchmark 4: Linking Curriculum Learning to Careers**

- Careers education is linked to the curriculum in three main ways: (i) through careers lesson content delivered as part of the PSHE curriculum, the Seminar Series and as part of the Life Skills carousel; (ii) through academic lessons; and (iii) through cocurricular activities.
- Employability skills are embedded into lessons and co-curricular activities in every year group, for example:
  - Interpersonal skills such as the ability to mobilise systems, develop relationships and work effectively in teams (through, e.g., sports and group exercises / projects).
  - Cognitive skills such as the ability to think critically, plan and adopt effective ways of working, be mentally flexible and to communicate (through, e.g., creative, scientific and mathematical problem solving, accountability for punctuality, prompt completion and submission of work, meeting deadlines and taking on leadership and team roles in groups).
  - Self-leadership skills and attributes such as self-awareness and self-management, entrepreneurship, and goals achievement (through, e.g., entrepreneurship activities, pastoral interactions with the tutor and wider staff body, feedback from peers and oral and written feedback and reports from tutors and teachers).

- Digital skills and traits such as digital fluency and citizenship, software use and development, and understanding digital systems.
- The PSHE and Citizenship curriculum includes a personal finance course and embeds careers related learning in all years.

### **Benchmark 5: Encounters with employers and employees**

- All pupils will:
  - receive information on opportunities of mentoring, workplace visits, work experience, work shadowing, and employer talks and higher education presentations through the Careers and Universities Bulletin, specific School societies and year group talks.
  - attend a careers fair and/or careers networking event.
  - attend a universities fair.
  - have the opportunity to speak to an Army representative, should they wish.
  - have a minimum of two one-to-one careers interviews
- Upper Sixth boys have the opportunity to sign up to Tonbridge Connect to find mentorship and attend industry specific networking evenings.

### **Benchmark 6: Experiences of workplaces**

- All pupils will have access to information on work experience opportunities (both physical work experience and virtual work experience) opportunities.
- All pupils are able to schedule a 1-1 meeting the careers advisor to discuss the details and receive bespoke support regarding work experience and internship applications.
- Third year pupils receive a work experience preparation lecture.
- Sixth Form students receive guidance on CVs, Interviews, Application forms and the importance of LinkedIn.

### **Benchmark 7: Encounters with further and higher education**

- All pupils will receive information and guidance on universities, and university alternatives, such as degree apprenticeships
- All pupils will attend:
  - A careers fair
  - Universities fair
  - Access to Oxbridge Information Evening, International Universities Roadshows and other opportunities to engage with HE providers.
  - University Preparation Days
- All pupils will have one-to-one support sessions should they be pursuing a non-university route.

### **Benchmark 8: Personal guidance**

- All students are invited to make 1:1 appointments with a member of the Universities & Careers department throughout their time at Tonbridge.
- All Sixth Form are required to meet with the Head of Universities & Careers twice a year
- Tutors and Housemasters are given the knowledge needed to provide students with additional support and guidance.

## **CAREERS PROGRAMME OVERVIEW BY YEAR GROUP**

### **ALL YEAR GROUPS**

- Option to book a 1-1 careers meeting at any time in order to access bespoke support.
- Careers information and employability skills embedded into our curriculum
- An extensive range of societies & speakers
- Trips & visits
- Annual Careers Evenings
- Work Experience opportunities and application support
- Super-curricular competitions and events
- Regular Universities & Careers Bulletin
- Army liaison visit
- National Careers Week activities
- National Apprenticeship Week activities
- Use Unifrog, the careers and destinations platform
- Use Morrisby for psychometric profiling
- Have access to regularly updated gap year, degree apprenticeship and work experience support packs

### **NOVI**

- Initial Morrisby Profiling completed and small group sessions about LMI and exploring their strengths
- Experience of the workplace through Tonbridge Community Action
- SMART target setting
- Skills development – with focus on listening, teamwork, relationships and skills for life and learning (through learning to learn programme).
- Guidance about GCSE choices

### **SECOND YEAR**

- Series of 6 seminar sessions focused on Universities and Careers, LMI and developing skills.
- Careers Education embedded into Tutor Time sessions

### **THIRD YEAR**

- Morrisby Psychometric Testing and analysis
- 1:1 advice and guidance about Sixth Form Choices
- Compulsory Work Experience Week
- Online Careers Evenings
- Parent Information Evening on HE and Careers
- Opportunity to visit US Colleges

### **THIRD, FOURTH AND FIFTH YEARS (LOWER SIXTH AND UPPER SIXTH)**

- International University Roadshow
- Oxbridge Information evening
- Admissions Test support classes provided by Dukes Education
- SAT Preparation classes provided by A-List education
- Med-Soc for Medicine applications
- Law-Soc for Law applications
- Seminars on UCAS procedure
- ‘What next after Tonbridge?’ Fair (Universities, Degree Apprenticeship Providers, Gap year providers, Employers)
- Careers Networking Garden Party
- I:I Meetings with Head of Universities & Careers
- Opportunity to visit US Colleges
- University visits
- Practice Interviews
- Oxbridge Extension classes
- Work experience placements

The outline of the School’s Careers Education, Information and Guidance programme is given in the Appendix.

Full details of the Universities and Careers provision in the School can be found on the School’s Higher Education Guide. This can be accessed through the Parents’ Portal by following ‘Academic – Higher Education and Careers’.

### **MONITORING, REVIEW AND EVALUATION**

Schemes of work and modules of work are reviewed annually by the Head of Universities and Careers, in liaison with Heads of Department, Housemasters and SLT and students, to ensure that the objectives are suitable to meet the outcomes.

The review and evaluation process will be used to recognise and share good practice, identify areas for further development and thus facilitate the continuous improvement of CEIAG, and will include information gained from all students.

Student destinations will be used to assist the evaluation process. This will help to ensure that student outcomes are met by tracking student progress in making well informed and realistic decisions.

### **EQUAL OPPORTUNITIES**

Tonbridge School is committed to ensuring that the careers provision is relevant to our pupils, and that the advice and guidance is appropriate, impartial, unbiased and independent of ability, social and cultural background, religion, sexual orientation, as well as physical and emotional needs.

## **HANDLING SENSITIVE AND CONTROVERSIAL ISSUES**

The nature of CEIAG means that sensitive and controversial issues may arise. Any issues arising should immediately be reported to the named Designated Safeguarding Lead within School and dealt with in line with the relevant School policies and approaches. Referrals will be made only by the named member of staff and must be dealt with sensitively by all parties involved.

## **MONITORING AND REVIEW OF PROVISION**

The effectiveness of the CEIAG programme will be regularly monitored and reviewed. The Head of Universities and Careers provides an Annual Review to the Headmaster. An assessment of provision is undertaken against the Gatsby Benchmarks. Feedback from a wide range of sources is sought and used to enhance provision (e.g. input from Housemasters and comments from parents, pupils and staff are considered at weekly department meetings).

## **QUALITY STANDARDS**

The Head of Universities & Careers is currently working towards accreditation of CEIAG by completing a Level 7, QCD recognized course. Successful completion of this will enable the School to validate its provision through the Career Mark award to quality assure the provision of CEIAG. Career Mark is important as the School wants the students to achieve high standards, see the value and relevance of their learning, both to themselves and the working world and to make good choices that are successful for them. Using Career Mark will enable the School to deliver the best possible careers education and employability skills development programme, which is sophisticated, integrated and effective.

## **PROVIDER ACCESS POLICY**

### **Introduction**

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 fulfils the criteria of a maintained school's legal obligations under Section 42B of the Education Act 1997.

### **Pupil Entitlement**

All pupils are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Mrs Portia King, Careers Advisor, [portia.king@tonbridge-school.org](mailto:portia.king@tonbridge-school.org)

#### **Opportunities for access:**

A number of events, integrated into the School careers programme, will offer providers an opportunity to come into School to speak to pupils or their parents or carers. Please speak to our Careers Advisor to identify the most suitable opportunity for you. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main School. Items will be reviewed by the Head of Universities and Careers and made available to all pupils at if appropriate.

# APPENDIX

## Overview of Careers Provision

