



CAREERS POLICY

incorporating Provider Access statement

Tonbridge Grammar School is committed to providing a Careers Education, Information, Advice and Guidance (CEIAG) programme that recognises students as individuals and caters to their individual needs and aspirations. This provision includes accessing impartial and independent Careers Guidance through external careers professionals.

Guidance

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#) (updated 8th May 2025).

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 [Skills and Post-16 Act 2022](#)
- The Education (Careers Guidance in Schools) Act 2022.

This policy complies with our funding agreement and articles of association. The statutory duty requires trustees to ensure that all registered students at the School are provided with independent careers guidance from Year 7 to Year 13. Impartial and independent advice and guidance is accessed through external careers professionals via an appropriate provider and this will be evaluated on how well it benefits students in choosing and deciding on their next steps. The School will also enable a range of education and training providers to speak to students as we work with other external agencies to provide quality CEIAG e.g. Employers, Universities and Colleges. Careers provision is embedded in the School's strategic plan.

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Aims of the Programme

- To enable students to investigate and raise aspirations for opportunities in learning and work, developing a knowledge for employment trends in society and also understanding the benefits of the full range of education and training options and routes available to them including University, Technical Education Qualifications and Apprenticeships (Career Exploration).
- To enable students to make and adjust plans to manage change and transition effectively from one stage of education, training or work to the next (Career Management).
- To work in close co-operation with appropriate providers to further the objectives above.
- To complement the Personal, Social, Health & Economic Education (PSHE) programme, enabling students to understand themselves and the influences on them, their strengths, limitations, levels of resilience, skills, motivation, values and personal qualities (Self Development).

Roles and Responsibilities

The Trustees will:

- Support the setting of the School's strategic direction for careers education, ensuring alignment with the School's vision, priorities, and legal/contractual requirements.
- Ensure there is a compliant strategic careers plan and hold senior leaders accountable for its delivery.
- Support the implementation of impartial, independent careers guidance for all students (11–18) and access for a range of providers offering technical education and apprenticeships, meeting all provider-access legislation.
- Appoint a trustee with strategic responsibility for careers and ensure the school publishes its careers programme, provider access policy, and careers leader details on the website.

The Headteacher will:

- Work with the board of trustees to set the direction for a whole-school approach to careers guidance, making sure it is aligned with the school's vision, priorities and development plans
- Support the careers team to deliver the school's careers programme
- Ensure that careers is built into staff development for teachers and support staff, and make sure that the careers leader, careers adviser and senior leaders receive training and development to deliver high-quality careers provision
- Make sure that personal guidance is provided to students by a qualified careers adviser

The Strategic Leadership Team (SLT) will:

- Support the careers leader in developing their strategic careers plan and programme
- Make sure the careers leader is allocated sufficient time and budget, and has the appropriate training, to perform their duties to a high standard
- Support the careers adviser to deliver personal guidance to students, making sure it's well-resourced
- Work closely with the careers leader in the overall development and evaluation of the careers programme
- Network with employers, education and training providers, and other careers organisations

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The Careers Leader will:

- Lead the careers provision for years 7 to 13 including supporting Form Tutors, the Higher Education co-ordinator, external partners and any other staff members who deliver careers guidance
- Engage with relevant subject leaders to plan their contribution to careers guidance
- Maintain and develop an online CIAG area for students, staff and parents
- Oversee the impartial advice and guidance sessions delivered by external partners and work experience programmes
- Plan whole school CEIAG events including the Careers Fair
- Liaise with the SENCO and Pupil Premium co-ordinator to ensure any necessary additional opportunities and support is provided for particular individuals
- Ensure regular communication about the careers programme with parents and carers
- Establish and develop links with employers and work experience providers
- Co-ordinate the service level agreement with the local authority as appropriate
- Liaise with careers leaders in other schools and share best practice
- Liaise with the School Development Officer to maintain and grow a network of alumni who can help with the School's careers programme
- Ensure compliance with the School's legal requirements to provide independent careers guidance and publish the relevant information on the School's website
- Monitor the delivery of careers guidance across the revised 8 Gatsby Benchmarks in liaison with the local authority Careers and Enterprise Adviser

The Careers & Higher Education Coordinator will:

- Support the careers leader in implementing a stable Careers Programme that meets the Gatsby benchmarks
- Track and record careers events / speakers using Compass+
- Support students' use of UniFrog in relation to the tracking of future options
- Gather data on leavers' destinations
- Support the planning and implementation of Careers Fair and related events (e.g., 10 to 6)
- Support the coordination of 1 to 1 or group impartial careers advice sessions
- Promote the students' engagement with Pathways CTM and other providers of alternative pathways.
- Support the co-ordination of work experience programmes and opportunities
- Liaise with the School Development Officer to maintain and grow a network of alumni who can help with the School's careers programme
- Monitor students visits to HE providers (using Compass+)

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The Independent Careers adviser will:

- Support students to make effective career decisions
- Work with the careers leader and SENCO to identify the needs of students with SEND and provide personalised support
- Contribute to the overall development and evaluation of the careers programme

Careers Team Members

Careers Leader: Mr Wild (Personal Development Learning Lead) careers@tgs.kent.sch.uk

Senior Leader with responsibility for Careers: Mr Fitt (Deputy Headteacher)

Careers & Higher Education Co-ordinator: Miss Shaw

Independent Careers Adviser: Mrs Pointer

Trustee with responsibility of Careers: Mr Kienlen

Careers Consultant: Louise Rochford (The Careers and Enterprise Company) www.careersandenterprise.co.uk

Implementation of Careers Education Information and Guidance (CEIAG)

CEIAG is delivered using either collapsed days, tutor time or through additional sessions that focus on a particular area e.g. medicine. See Appendix 2 for the TGS Careers Programme Roadmap.

External Careers Delivery is provided by an independent Careers Adviser with a Level 6 qualification in Careers Guidance and Development. The School aims to provide two mandatory personal guidance interviews for students, one by the end of Year 11 and one by the end of Year 13.

The School also uses Pathways CTM which gives information on apprenticeship and sponsored degree schemes. A full range of external organisations are available to students via the School's website. This includes:

- The National Careers Service
- Skills Builder Partnership
- Kent Choices
- The Careers & Enterprise Company
- UCAS

Post 16 support

Students receive guidance and support for whatever pathway they choose: university, gap year or employment. Students receive advice this advice in the following ways:

- in Tutor Time
- in UCAS information events
- directly from university admissions tutors in talks and assemblies
- by attending university open days
- accessing the PATHWAY CTM programme to raise awareness of apprenticeships and sponsored degree opportunities
- encounters with providers of alternative pathways

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The Oxbridge group supports applicants through interview-preparation discussions, information sessions and events with admissions tutors. Students applying for Medicine, Veterinary Science and Dentistry receive specialist UCAS support, including MedSoc sessions where successful former applicants advise Year 12 students on UCAT preparation, work experience, interviews and applications. Subject-specific support is provided through the curriculum and lunchtime enrichment, and students also receive help with Admissions Test preparation and mock interviews.

There are further opportunities to communicate with TGS alumni through TGS Connections. Details are available at <https://connect.tgs.kent.sch.uk>.

Transition

Specific strategies for providing information and advice at transition points such as Year 9 options, 16+ and 18+ choices include:

- Talks, advice sessions to individuals, discrete groups and whole years by the curriculum team
- Sixth Form taster days for Year 10 (10 to 6) and Year 11
- Guidance meetings for every Year 11 student
- Careers Event held at the School every year for students in Years 10 – 13
- Encounters with providers offering a range of pathways such as apprenticeships

Resources and programme information

A summary of our school's careers programme is published on our school website, including details of how pupils, parents and carers, teachers and employers can access information about the careers programme.

Pupils, parents and carers, teachers, and employers can request any additional information about the careers programme by contacting Careers@tgs.kent.sch.uk

All students, from Year 7 to 13 have access to careers related software and website programmes such as Pathways CTM and UniFrog. They are also given information and advice on a wide range of websites which help with careers information such as option choices, choosing higher education and applying for jobs.

Experience of workplaces and employers

Students encounter representatives from a wide range of careers through the annual Careers Event and guest speakers e.g. from STEM related professions, voluntary organisations, school trips and university representatives. Alumni also return to give talks on their experiences.

Students will take part in at least two weeks' worth of meaningful work experience across Years 7 to 11 (one week in Key Stage Three and a further week in Key Stage Four). This provision supports equitable access for all learners and reflects national expectations for inclusive, skills-focused careers education. This includes opportunities as part of Interdisciplinary Weeks (in Years 8 and 9) and an external work placement in Year 10. In the Sixth Form, students complete an additional week of work experience.

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Our Careers Programme meets the Provider Access Legislation (PAL):

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend. Details of how the School meets this legislation can be found in Appendix 1.

Student Needs and Equal Opportunities

The careers provision is designed to meet the needs all students, including vulnerable, SEND and disadvantaged students. Full regard is given to race, gender, disability, sexual orientation and religion. The provision is differentiated to ensure progression through activities that are appropriate to students' stages of career learning and development. Students are entitled to CEIAG that is impartial, without bias and prejudice. Careers provision covers the needs of both groups and individuals.

Monitoring, Review and Evaluation

An external Careers Consultant from KCC supports the school in reviewing provision and developing subsequent action plans. The Partnership Agreement with an independent Careers Adviser their provision is reviewed annually.

Evaluations are carried out through students completing Future Skill Questionnaires and parent surveys Compass+ (an online evaluation tool) is used to help the school benchmark, manage, track and report on the careers provision against the 8 Gatsby Benchmarks. This helps to personalise careers interventions to the individual student and the careers provision, with the aim of supporting more targeted careers programme planning and delivery. This evaluation is supported by our KCC Careers Consultant.

Destination measures are also used to evaluate the programme and are reported to a local authority.

A member of the trustee board is appointed who takes a strategic interest in CEIAG and ensures the school's strategic careers plan meets the statutory requirements.

Complaints about the School's provision will be dealt with through the normal school complaints procedure.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics. This forms part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Lead Reviewer: CFI with HWD

Link Policies: Curriculum Policy
 SEND Policy
 Complaints Policy

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Policy Statement on Provider Access

Introduction

This policy statement sets out the School's arrangements for managing the access of providers to students for the purpose of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All students in years 8 to 13 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.

For students of compulsory school age these encounters are mandatory. There will be a minimum of two encounters for students during Years 8 to 9 and two encounters for students in Year 10 to 11. For sixth form students there are two more provide.

These provider encounters will be scheduled during the main school hours. 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 students from the provider)
- answer questions from 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. Safeguarding protocols are followed by provider and students.

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Management of provider access requests

Procedure

The School will make the rooms available for discussions between the provider and students, as appropriate to the activity. The School 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.

Opportunities for access

The School offers the six provider encounters required by law (marked in bold text in the table at the end of this policy) 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 or carers.

Please speak to our Careers Team about attending the Careers Event or other opportunities to meet with our students and identify the most suitable opportunity for you. A provider wishing to request access should contact careers@tgs.kent.sch.uk. There may be circumstances in which access may be declined. These include:

- requests clashing with protected curriculum time
- insufficient staff availability
- content failing to meet safeguarding expectations
- provider not meeting minimum encounter requirements.

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	Autumn Term (Sept-Dec)	Spring Term (Jan-Apr)	Summer Term (Apr-Jul)
Year 8	Health Education Lessons dedicated to Careers and using UniFrog.	<p>PSHE form time activities as part of national apprenticeship week.</p> <p>Opportunity for providers of technical education/ apprenticeships to include Further Education colleges and training providers</p>	Health Education Lessons dedicated Careers, with one lesson focussing on post 16 options for students to include: Sixth Form Options, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships.
Year 9	KS4 Options information and guidance	<p>PSHE form time activities as part of national apprenticeship week.</p> <p>KS4 Options information and guidance</p> <p>Opportunity for providers of technical education/ apprenticeships to include Further Education colleges and training providers</p> <p>Careers afternoon</p>	No encounters –encounters must have taken place by 28 February.
Year 10	Health Education Lessons dedicated to Careers and using UniFrog.	<p>PSHE form time activities as part of national apprenticeship week.</p> <p>Careers Event – information about Employers, Apprenticeships and other Post 16 options</p> <p>Opportunity for providers of technical education/ apprenticeships to include Further Education colleges and training providers</p>	<p>Work Experience</p> <p>Opportunities for group or 1 to 1 meetings with careers adviser</p> <p>10-6 transition events for curriculum choices</p> <p>Health Education Lessons dedicated to Careers and using UniFrog.</p>

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<p>Year 11</p>	<p>Students to attend Post 16 provider open evenings: opportunities to visit local Further Education and sixth form colleges and other training providers regarding Sixth Form options, Applied General, technical and vocational and apprenticeships.</p> <p>1 to 1 or group meetings with careers adviser</p> <p>Reminder of PATHWAYS CTM opportunities</p>	<p>PSHE form time activities as part of national apprenticeship week.</p> <p>Careers Event – information about Employers, Apprenticeships and other Post 16 options</p> <p>Post-16 Guidance meetings</p> <p>Opportunity for providers of technical education/ apprenticeships to include Further Education colleges and training providers</p> <p>Access to UniFrog – Providing information regarding all options</p>	<p>No encounters –encounters must have taken place by 28 February</p> <p>Confirmation of Post 16 education destinations for all students</p> <p>Taster lessons for sixth form</p>
<p>Year 12</p>	<p>Visits from Higher Education providers including local Further Education colleges</p> <p>Access to UniFrog – Providing information regarding all options including applying to FE and HE</p> <p>Access to PATHWAYS CTM opportunities</p>	<p>PSHE form time activities as part of national apprenticeship week.</p> <p>Group and 1 to 1 meeting with careers adviser regarding information for future education, training and employment options</p> <p>Aim High events including range of post-18 options.</p> <p>Additional opportunities for providers of technical education/ apprenticeships to include Further Education colleges and training providers</p> <p>Careers Event – information about Employers, Apprenticeships and other Post 18 options</p>	<p>Students to attend Post 18 open days and opportunities to visit Universities, local Further Education and training providers.</p> <p>Post-18 Assembly – higher and degree apprenticeships</p> <p>Visiting Speakers regarding HE options</p>
<p>Year 13</p>	<p>Workshops – HE and higher apprenticeship applications</p> <p>Group and 1 to 1 meeting with careers adviser regarding</p>	<p>PSHE form time activities as part of national apprenticeship week.</p> <p>Opportunity for providers of technical education/</p>	<p>Confirmation of post 18 education destinations for all students</p>

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	<p>information for future education, training and employment options</p> <p>Students to attend Post 18 open days and opportunities to visit Universities, local Further Education and training providers. Visiting Speakers regarding HE options</p> <p>Reminder of PATHWAYS CTM opportunities</p>	<p>apprenticeships to include Further Education colleges and training providers</p> <p>Careers Event – information about Employers, Apprenticeships and other Post 18 options</p>	
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Tonbridge Grammar School Careers Programme 2025/2026



Our Careers Programme is developed in line with the **Gatsby Benchmarks.**

Year 7 & 8

- UniFrog Activities – Personality, Skills & Interests Quizzes
- Careers focused sessions in Form time

Year 11

- UniFrog Activities – Personality, Skills & Interests Quizzes, Post-16 Choices
- Careers Advice Sessions
- Career Q&A Sessions


Whole School

- HE & Careers Bulletin – Opportunities for all students to investigate their future.
- Speakers for subjects
- Open Evenings
- [Virtual] Work Experience Opportunities
- TGS Connections - offers current students the professional networks of our alumni - [here](#)
 - Careers Mentoring
 - Interview Practice
 - Talks & Workshops
- Careers Event
- Provider Access Sessions
- Feedback from Students & Parents/Carers

Green Careers Week
3rd - 8th November 2025
Giving students more information about green careers

National Apprenticeship Week
7th - 13th February 2026
Giving students more information about apprenticeships

National Careers Week
2nd - 7th March 2026
Form time sessions focused on Careers



Year 9 & 10



- UniFrog Activities – Personality, Skills & Interests Quizzes,
- GCSE Options Evening
- Careers focused sessions in Form time
- Year 9 – Take your child to work day
- Year 10 – Work Experience

Sixth Form

- Higher Education and Careers Individual Advice Sessions
- Careers Q&A Sessions
- UniFrog Activities – Post 18 Choices
- Careers Sessions in Form Time
- Visiting Speakers
- Trips
- CAS activities / Work Experience
- Opportunities on the iBulletin
- Societies – e.g. MedSoc

It is our aim that students leave school with a Careers Education that has supported them to realise their ambitions, achieve their full potential, provide them with the opportunity to explore different career prospects and leave with the knowledge to make informed choices about their future.

"I'm so grateful for the UCAS support [TGS] gave me earlier this year. I certainly wouldn't have been successful without it and I'm really looking forward to the next step – university and beyond"

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