

NKC Tonbridge College Careers Programme 2026 – 2027

2026-2027	Activities	Impact	Parents/Carers
Pre-Enrolment	School Visits	The Marketing Team co-ordinate visits to schools, with support from the Careers Team and curriculum. This provides information and advice to potential students meaning they are better equipped to make decisions on the options for Post16 education.	Parents/Carers are encouraged to participate in campus tours and open days where careers advisers will be available to discuss choices. Careers team work closely with parents/carers about their child's options and career ideas.
	Information, Advice & Guidance	Pre-entry guidance for potential students to explore their course options is available by Teams or phone call, by email, and in person making it accessible to a wider number of people.	
	Taster Days	Taster days are run in most curriculum areas giving offer holders the opportunity to gain a greater understanding of the course and subject area.	
	Campus Tours	An opportunity for individuals and school groups to experience the College campuses, view the facilities and meet teaching and support staff, members of the careers team and current students increasing understanding of college life.	
	Open Days	Potential students can visit our campuses with parents/carers and talk with curriculum and support staff, as well as current students. Careers Advisers are on hand to provide impartial information, advice, and guidance. This helps with making informed decisions.	
Enrolment	Post Results Day Advice	Careers Advisers are available on and after results days for those having to consider new options, alternative courses and pathways including Apprenticeships and Higher Education options increasing understanding and soothing decision making at time critical points.	Careers Advisers are available during enrolment to provide advice and guidance.
	One to One Guidance during Enrolment	The Careers team work closely with curriculum colleagues to ensure students who require advice and guidance receive timely support to understand their options leading to better informed course choices.	

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Term 1	Introduction to Careers Support through Induction sessions	Careers Advisers introduce students to the support they offer on topics including Higher Education, Apprenticeships, Employment and Job searching. This means students will know how to and where to receive support about their career ideas. They will know how to book a careers appointment and be introduced to the MyDay or Moodle platforms, career software packages such as EClips and Morrisby. They will know how to access relevant Labour Market Information. Careers information is also available through the regularly updated careers libraries in the college Learning Technology Centres.	Careers Team are available throughout the year; parents can request to attend careers meetings with the student. Parents can contact Careers Team with any careers queries they may have.
	42-day Curriculum Review	Students who are unsure if they have made the right course choice are offered impartial one-to-one career guidance. The Careers Department work closely with curriculum staff to assist students wishing to transfer to alternative courses subject to availability. This intervention can increase retention and reduce NEET numbers.	
	HE Progression	Presentations and group sessions on the UCAS Apply cycle, personal statements and student finance. Intensive one-to-one support is available to all students completing personal statements. This supports students to make successful and timely university applications	
	Information, Advice Guidance	Ongoing guidance for current and potential students to explore their course options is available by Teams or phone call, by email, and in person, ensuring current and potential students choose the progression route most suitable to them supporting retention and achievement rates.	
	Employability Skills including -CV Workshops -One-to-one CV Support -Application form support	Supporting students to complete applications for part time employment, work experience and apprenticeships can increase their success, boost confidence, develop transferable skills and increase destination options.	
	Introduction to WEX & the Industry Placements Team	Students on noted courses participate in an extended industry placement with approved College placement providers. This includes pre-placement intensive employability training. Many students with this option successfully	

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		progress to apprenticeships and employment in their chosen vocational area.	
	Ongoing support for students with Additional Needs	Students with Additional Needs are supported on an ongoing basis throughout the year, working alongside the Learning Support and Inclusion Team. The Careers Team are available to attend EHCP annual reviews supporting all learners to understand their progression options and giving parents and carers the opportunity for advanced planning.	
Term 2	Information, Advice Guidance	One-to-one careers guidance is available for all students to provide them with the opportunity to explore their aims and aspirations with a qualified Careers Advisers. This can be delivered face-to-face or virtually and supports students to choose the progression route most suitable to them supporting retention and achievement rates.	Careers Team are available throughout the year; parents can request to attend careers meetings with the student. Parents can contact Careers Team with any careers queries they may have.
	Personal Tutorials	Tutorial programme includes a progression focus. Students have regular contact with a designated tutor to discuss their employment, apprenticeship and/or Higher Education plans. The Careers Team work alongside curriculum and compliment the work of tutors and this holistic approach to careers delivery embeds transferable skills and supports positive destinations.	
	Passport to Employability	A range of activities focussed on understanding employability, self-reflection, challenging stereotypes, equality in the workplace, and understanding the labour market is delivered. Students are supported in developing a thorough knowledge of the employment market they are keen to enter, helping to raise aspirations and improve success rates.	
	National Apprenticeship Week	Students learn about the positive impact that apprenticeships make to individuals, businesses, and the wider economy and are better informed on the application process leading to more timely applications.	

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	National Careers Week	Students will be able to research their career plans using up to date labour market information increasing understanding of the job market and of how and when to make applications.	
	Careers & HE Fairs	All campuses run bespoke careers fairs with representatives from Employers, Universities and Training & Apprenticeship, This gives students the opportunity to research varied career pathways linked to their course and also discover different areas that would welcome their transferable skills increasing awareness of their progression options.	
	Individual and group CV Interview Technique sessions and Mock Interviews	Targeted CVs are developed with students during workshops & one-to-one sessions. Students are provided with advice on interview tips and techniques and are encouraged to prepare for and participate in a mock interview with feedback. Support is given from the Learning Technologies team too, for example virtual mock interviews allowing students to practise techniques and improve opportunities for success.	
Term 3	Information, Advice Guidance	One-to-one careers guidance is available for all students to provide them with the opportunity to explore their aims and aspirations with a qualified Careers Adviser. This can be delivered face-to-face or virtually ensuring current and potential students choose the progression route most suitable to them, supporting retention & achievement rates and destination outcomes.	Careers Team are available throughout the year; parents can request to attend careers meetings with the student.
	Passport to Employability Employability Tutorials	A range of activities focussed on understanding employability, self-reflection, challenging stereotypes, and equality in the workplace, understanding the labour market etc. Students are supported in developing a thorough knowledge of the employment market they are entering, helping to raise aspirations and improve success rates.	Parents can contact the Careers Team with any careers or progression queries they may have.
	Introduction to UCAS	Level 3, year 1 students are introduced to UCAS process through group works and are supported with creating a UCAS Hub account. Advice is given on researching HE options, student finance, beginning the personal statement and deadlines. This supports timely UCAS applications increasing successful application outcomes.	

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	Internal Progression Meetings	Led by curriculum staff, students not progressing are advised of careers support and offered one-to-one career guidance to look at alternative options/pathways.	
	Individual and group CV sessions & Mock Interviews	Targeted CVs are developed with students during groupworks or one-to-one sessions. Students are encouraged to prepare for and participate in a mock interview with feedback provided. Support can continue with the virtual practise options meaning students can see how their technique has improved, boosting confidence and success rates.	
Post Course Completion	Ongoing Support	Careers advice and guidance is available to support leavers and alumni with progression pathways. This access to continued support helps to prevent students becoming NEET.	Alumni and their parents/carers can receive ongoing support from the careers team.

Throughout the year, the Careers Programme is further complemented by a broad range of educational visits, inspirational guest speakers from industry and employer insight events. These are organised by Careers, Curriculum, Industry Placement and Student Engagement Teams.