

Policy on working with Agents and Independent Education Consultants

Tanglin Trust School prides itself on 'every child matters' and the students' well-being is central to all our school's provision. We strive to support our students academically and pastorally and to that end we have staff in place to address all their school needs. Our Careers & University Guidance is freely available to all students and we offer bespoke specialised expertise. Students from Year 11 to Year 13 are assigned an individual counsellor based on their tutor group allocation.

At times we will work with outside organisations to host fairs and visiting colleges and universities. We will not accept any reward or remuneration for doing so or expect to pay for services rendered.

We do not invite agents or IEC's to present to our students on campus. However, we are aware that at times families may wish to employ an IEC (Independent Education Consultant) or utilise agents.

Employing IEC's

If a family has decided to employ an IEC the Careers & University Guidance Faculty will be responsible for admitting school transcripts, a school profile and counsellor recommendations as well as overseeing the completion of confidential teacher recommendations. These will be stored on Naviance, our in-house college application software system, and will be sent directly from the school regardless of which country they are applying to.

To avoid a conflict of advice we will require the IEC to communicate with us the extent of their support. This will usually be in the realms of researching the student's college list and looking at supplementary essays or assisting the student with other aspects of their college applications.

- Any recommendation requests made of our staff will require a minimum of 14 days notice exclusive of school holidays.
- Students will be required to keep their Naviance accounts up to date in the process.
- Test scores will only be released in accordance with the Family Educational Rights and Privacy Act (FERPA) and a general release form signed by the student.
- Once a student has deposited their admission fee at a college/university we would expect them to withdraw their other applications, including UCAS.
- National Service and gap year students must adhere to our in-house schedule regarding requests for recommendations and statements with the Year 13 cohort.

Violations to the Statement of Principles of Good Practice

We will report any violation we see of the NACAC¹ Statement of Principles of Good Practice² to our Head of school and our Careers & University Guidance Counsellors Association which is IACAC³. We will refuse to work with these agents and IEC's in the future and will make the parent body aware of our decision.

Areas we would report are listed below but are not exclusive:

- Our faculty will not support agents who represent university and college interests over the 'best fit' for the student.

¹ NACAC = National Association for College Admission Counselling

² http://www.nacacnet.org/about/governance/policies/documents/spgp_9_2013.pdf

³ IACAC = International Association for College Admission Counselling, affiliated to NACAC.

- We will not support any counsellor who is found to be violating the professional code of honesty and integrity when preparing students' applications with regards to exaggerating students' achievements or not fully disclosing a student's conduct.
- Only one Early Decision or Restricted Early Action must be utilised internationally. If students are applying to Oxbridge we would not expect these options to be taken up.
- Disparaging comments made regarding our institution, our counselling faculty or institutions our students may wish to apply to.
- Any commitments made by the agent to secure/guarantee financial funding and/or scholarships

Written by Zoë Williams
Head of Careers & University Guidance
5th March 2016