

Careers Education

And

Guidance Policy

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Foreword

Truro and Penwith College's aim is that college based students and those in the community are encouraged to fulfil their academic and personal potential, including a meaningful progression into study, work or training. We are committed to maintaining the national standards established for the Investor in Careers Award held by the College since 1996. We have also been awarded the matrix Quality Standard in information, advice and guidance services.

Full-time students receive *at least* one pre-entry interview for initial guidance and enrolment onto appropriate courses. These interviews build on Careers Guidance Action Plan interviews and are neutral and impartial. Guidance is available for part-time students who require it. Physical resources of careers literature and computer software are held in the Student Services Areas and the College Intranet and Moodle with additional complementary, more specialised, information held in subject bases. These resources are supplemented by information on welfare, counselling, finance, health, etc.

Full-time students are assigned to tutors and Programme Team Leaders who implement Careers work through the Tutorial Programme and individual vocational guidance interviews. There are regular meetings on careers or continuing education matters, with Individual Learning Plans an integral part of this work, reflecting individual needs. Specialist College Careers Advisers offer impartial, individual, confidential careers guidance sessions to all full-time, part-time and non-students. Action planning is an integral part of these sessions. Group sessions and workshops run by Advisers complement the Tutorial Programme. Conferences and conventions are arranged or visited and students are encouraged to participate in work placements and University or College Open Days. Through partnership with the Careers South West service the College fulfils its statutory duty to secure access to independent and impartial face-to-face career guidance to students.

Through these opportunities, advice, guidance and information, students should be able to make rational, reasoned choices as they make their important career, educational and life influencing decisions. Information, advice and guidance on personal support, finance, accommodation and health issues is available to assist students in their personal journey.

Truro and Penwith College is a major Post-16 provider in the county. We take our responsibilities regarding the future of all students very seriously. This policy is inclusive and operates in tandem with the College's Equality and Diversity Policies to be found on the intranet.

Fran Mullins - Student Services Team Leader

David Walrond – Principal

1. Policy

Introduction

Educational institutions are required to provide a balanced and broadly based curriculum, which prepares students for the opportunities, responsibilities and experiences of adult life. As a major Further (FE) and Higher Education (HE) provider in the county, we extend this entitlement to our full and part-time under 19 students and mature students in day or evening courses, and Higher Education students (Foundation Degree, HND & Degree).

AIM AND DEFINITION OF CAREERS EDUCATION AND GUIDANCE (CEIAG) AT TRURO AND PENWITH COLLEGE

CEIAG provides individuals with the ability to make informed decisions about vocational or educational aspirations. It promotes awareness and provides information and impartial guidance to these ends, enabling exploration of personal capabilities relative to the character, conditions and requirements of chosen exit routes.

General Aims

1. Promote self-awareness and vocational maturity training.
2. To raise awareness of educational, training and employment and other opportunities.
3. To explore options in the progression routes and to develop personal plans for career pathways.
4. Manage applications and transitions to new roles and situations.
5. To maintain the quality of Careers Education, Information, Advice and Guidance within the College.

Specific objectives to achieve these aims

1. Embed CEIAG in the Tutorial Programme and in vocational and academic courses for full cross-college delivery.

The College aims to enable FE students to achieve the ACEG Framework for careers and work-related education's three main areas of career and work-related education:

- Developing yourself through careers and work-related education
- Learning about careers and the world of work
- Developing your career management and employability skills

2. Give individual entitlement to:

- a) All students (full and Part time), under 19 year olds and mature students (including those in the community). Impartial information, advice and guidance will be tailored to needs such as disability or geographical access to resources.

- b) Full and open access to impartial information, advice and guidance via the Student Services teams at the College.

- c) Individual interviews, planning and reviews with Guidance Workers, Careers Advisers, Programme Team Leaders and Project Team Co-ordinators.

3. Regular liaison with Careers South West for independent and impartial careers information, advice and guidance, annual Partnership agreement and course input. The College fulfils its statutory duty to secure access to independent careers guidance for students.

4. Participate in the College review and appraisal programme to reassess delivery of Tutorial Programme. Evaluate and analyse careers provision via surveys, forums, questionnaires etc. and respond to comment fairly and promptly.

2. Strategy - including model of delivery

Truro College's CEIAG strategy is based on the cross-college approach with specialist support staff to guide and reinforce work done by tutors in the Tutorial Programme.

1. There are detailed packs for full-time course tutors with CEIAG elements and exemplars from a variety of relevant external publications. These packs contain:-

- Tutorial Handbook
- Student Support Handbook
- Student Services Handbook
- Careers Handbook
- Counselling Handbook
- Attendance Guidelines Leaflet
- Sexual Health Handbook
- Applying to UCAS
- Useful Websites
- Work Experience Pack

Additionally all tutors are provided with:-

- Tutorial Programme Plan and materials, including lesson plans, which are emailed or distributed half-termly direct to tutors.
- Tutorial Programme materials are also available on the Intranet and Moodle.

All this information as well as the full Statement of Service and relevant policies/documents can also be accessed on the Student Services website, intranet, and 'Moodle'.

2. Tutor Groups have communality in Curriculum and Student Support Areas:

- Art and Design
- Automotive, Construction and Engineering
- Business, Secretarial and Law
- Community Studies
- Foundation Studies
- Hair, Beauty, Complementary Therapies and Catering
- Humanities and Social Sciences
- Languages
- Maths, Computing and IT
- Media and Photography
- Performing Arts
- Science and Technology
- Sports

Each team has tutors, a mix of vocational and academic subjects in discrete groups and a Programme and Deputy Team Leader(s).

3. The PTL and DTL(s) have direct careers and welfare support input to individuals and Tutor Groups, and meetings with students for discussion.
4. Discrete vocational and academic teaching groups encourage recognition of individual and group needs in that curriculum area. Tutors and lecturers are often the same people and are specialists in the progression routes from their courses.
5. Work Experience/Voluntary Work is an opportunity extended to all students. Vocational courses mostly have work related experience as an integral part of their format, organised by the course tutors or their Work Experience Co-ordinators. It is extended to all students, including A Level, as appropriate, possibly as a 'Study Plus' choice.
6. External agencies will be visited or brought in – see Section (6)

7. Mature students and adults in the community have access to individual careers and welfare information, advice and guidance from:

Student Services Teams

National Careers Service Advisers

Mature students on courses from:

PTLs and DTLs

Relevant tutors/lecturers

Student Services Teams

National Careers Service Advisers

8. Workshops, presentations, events and visits will be delivered, or organised by Student Services and other subject specialists throughout College.

A Careers/Higher Education Guidance entitlement statement is included in the full and part-time student handbook, Tutor packs and Careers Handbook.

3. Resources

Time	<p>Tutorial Time 1 x 1 hour for group and individual contact or meetings.</p> <p>Lecture Time where appropriate, especially for vocational courses.</p> <p>Guidance interviews of up to 1 hour. Individuals on college courses and in the community, as many sessions as necessary.</p> <p>Evening seminars – information/advice meetings for students and parents/carers – all centred on student needs.</p>
Facilities	<p>Dedicated workstations in the Student Services Areas which can access: Kudos, Higher Ideas, Keyclips, Adult Directions, Promicad, JED (Job Explorer Database) DVDs and literature. Careers Software also on College Intranet and Moodle.</p> <p>Careers Areas – and Careers Interview rooms containing:</p> <ul style="list-style-type: none"> Local and national FE/HE course information UCAS Information Apprenticeship Information Job Information Careers South West Information Information for mature students Specialist information and support to meet individual needs Personal, financial, accommodation and health information
Personnel	<p>Tutors</p> <p>PTL/DTLs – lead the support Teams of Tutor Group</p>
Student Services Team Leader	<p>Management of Student Services Area</p> <p>Management of Tutorial System</p>
Student Support (Careers) Co-ordinator (mainsite)	<ol style="list-style-type: none"> 1. Co-ordination and supervision of Student Services provision 2. Careers information and Resources 3. Individual Guidance Interviews 4. Liaison with Careers South West, National Careers Service, interviews and visits 5. Liaison with Student Services Team colleagues 6. Liaison with outside agencies, careers events 7. Running workshops and presentations
Careers/Guidance Officers and Advisers	<ol style="list-style-type: none"> 1. Careers information and Resources 2. Individual Guidance Interviews 3. Liaison with Careers South West, National Careers Service, interviews and visits 4. Liaison with Student Services Team colleagues 5. Liaison with outside agencies, careers events 6. Running workshops and presentations

4. Staff Development

- Attendance at Training Events and Courses
- Attendance at Conferences and Meetings
- NVQ 3 & 4 Advice and Guidance and other relevant qualifications
- Truro College In-House training events

5. Careers Co-ordinator(s)

Job Description

Responsible for:

1. Organising and supporting Tutorial Programme, including CEIAG*
2. Individual guidance on careers issues
3. Liaising with external agencies*
4. Building up careers resources
5. Liaising with Tutor Team and PTLs
6. Responsibility for personal, academic and vocational maturity of students via self-referrals/or systematic programme of interviews*
7. Co-ordinating across Tutor Teams and Student Services staff
8. Keep a record of progress
9. Be part of College appraisal and review
10. Contribute to quality control*
11. Identify training needs in liaison with Line Manager and Staff Development Officer
12. Run group sessions
13. Be flexible to perform other tasks as directed by Principal
14. Budget control of Cost Centre

} As part of College Policy

(Full College Job Description Available)

* Priorities for CEIAG

6. Role of Other Agencies

Parents/Carers (where appropriate)	Invited to initial and enrolment interviews Progress meetings and specially requested interviews Special events e.g. Parents/Carers Information Evenings, HE evenings, Job Fairs, Open Evenings, Progress Evenings. Many are mature students at College
Governors	Local employers and vocational contracts Discussion re: College policies Overall control of staffing and job description in consultation with Principal and Senior Management
Employers	Training Schemes Events and presentations Work Experience Visitors eg Jobcentre Armed Forces Apprenticeship schemes
Universities and Colleges	Liaison visits to and from: Representatives from Universities, Colleges and Institutes of Higher Education at Truro College Cornwall Higher Education Convention (UCAS Fair) Open Days Higher Education Seminars
Careers South West	Careers Conventions
Team	Annual Partnership Agreement between Truro College and Careers South West Independent and individual careers guidance from Careers South West Advisers at College in accordance with statutory duty Group sessions – target groups or general careers or welfare talks Individual interviews provided at local Careers South West Centres by self-referral or College referral
National Careers Service	Independent and individual careers guidance from National Careers Service Advisers Group sessions Careers information base
Charities and Agencies	Sexual Health Clinic – run by qualified nurses Share – young person’s advice agency Intercom Trust – LGBT Support Health Awareness Fortnight - Representatives from charities (e.g. Samaritans), Agencies (e.g. Freshfields - Drug Counselling, Addaction – support for alcohol and drugs, Health Promotion – alcohol, healthy eating, sexual health), SHARE, Genito-Urinary Medicine Clinic (sexual health), Youth Cornwall YAY – LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning), ABC Anti-Bullying group..
Partner Schools	Liaison via Publicity Marketing, Curriculum and cross-curricular links.

7. Quality

The College is committed to maintaining the national standards established for the award of Investor in Careers, which was first gained by the College in 1996. We are also committed to the matrix Quality standard in Information, Advice and Guidance services, first awarded to the whole college in 2007. We work to the Career Development Institute Code of Ethics.

As part of the continual improvement of College services, the provision for Careers Education and Guidance will be reviewed within the following cross-college procedures:

*Autumn Cross-College Survey of first year students

*Annual Tutorial Reviews

*Course Reviews

*Destinations Survey

*Learner Voice

*Quality Procedure - Guidance

*Self Assessment Reports

*Student Services Forum

*And via specific evaluation of the service and special events via Student Services evaluation.

*Suggestion boxes

*We actively promote equal opportunities

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