



Careers, Information, Advice and Guidance Policy

This policy is available on-line at: www.stc.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Quality Manager
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Quality Manager

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	V.2	DEC 2016	DEC 2019	Alex Richards

Equal Opportunities: Impact Assessed

Review: 3 years

POLICY NUMBER 76

1 Policy Statement

- 1.1 South Tyneside College is committed to providing high quality, careers information, advice and guidance, which helps learners plan and manage their progression through learning and work.

2 Scope

- 2.1 All learners at South Tyneside College where appropriate will have a right to guidance that is impartial and unbiased, confidential, equally accessible to all, student-centred, realistic, and tailored to individual needs.

3 Legislation

- 3.1 This document is in response to the statutory requirement in the 2011 Education Act for further education colleges to provide access to independent careers guidance to those aged 16 to 18.

4 Definition of Terms

- 4.1 Careers education includes:
- Topics linked to progression (such as the UCAS process) and job search activities (interview skills, looking for work, C.V building)
 - Visits to employers and Universities
 - Talks from speakers, such as employers, training providers and Universities
- 4.2 Careers guidance includes:
- Pre-entry course information and advice on post 16 pathways
 - On course and progression one to one guidance interviews of one hour duration

5 Learner Entitlement

- 5.1 All prospective learners and/or their parents/guardians are entitled to accurate course information and advice on progression routes. The Student Services team provide impartial guidance to assist with course choice, career planning and transition to college.
- 5.2 All enrolled learners are entitled to progression information and assistance with progression choices from either subject tutors, Personal Learning Coaches and Student Services.

6 Student Responsibilities

- 6.1 Enrolled learners and potential learners who require a one to one guidance interview should self-refer themselves to Student Services in order for a convenient appointment time to be made.

7 College Staff and Management Responsibilities

- 7.1 The Principal for the Professional and Vocational College is responsible for ensuring that sufficient, timely careers education is provided to all learners through the tutorial system.
- 7.2 The Assistant Principal for Student Support and Recruitment is responsible for:
- Managing careers guidance activities which are planned, developed and delivered by professional and suitable qualified advisors.
 - Linking with curriculum areas and PLC's to plan and develop suitable careers education activities for learners.
 - Making resources available on Moodle for curriculum staff and PLC's to use when lesson planning and delivering sessions.
 - Ensuring that careers information resources that are located in the careers library are maintained and relevant to student needs and that adequate financial resources are assigned to this activity each academic year.
 - Co-ordinating the UCAS application process for the college to include submission of completed forms to UCAS and offering of careers education and guidance activities to support learners considering Higher Education.

8 Monitoring & Evaluation

- 8.1 This policy will be monitored and evaluated via the following means:
- Customer feedback- learner surveys and learner forums
 - Self Assessment process
 - Matrix Award
 - Destination Statistics
 - Progression boards

9 Related Policies

- Admissions policy
- Learning Support Policy
- Tutorial Policy

Appendix 1

Learner Journey

