



Careers, Information, Advice and Guidance Policy

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

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- 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: Student Services

*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.3 | Nov 2020 | Nov 2023 | Head of Student Services and SEND |

Equal Opportunities: Impact Assessed

Review: 3 years

POLICY NUMBER: 76

1 Policy Statement

- 1.1 Tyne Coast College is committed to providing high quality, careers information, advice and guidance, which helps students to achieve their full potential, providing them with both the life skills and academic skills to do so.
- 1.2 Through our careers programme we help students to improve their understanding of the world of work, helping them to develop knowledge, skills and behaviours, and achieve qualifications that help will them to maintain sustained employment. Students will be encouraged to set themselves achievable aspirational career goals that can help to enhance their social mobility.

2 Scope

- 2.1 All students regardless of age will have a right to confidential guidance that is impartial and unbiased. Gateway-Student Services have staff trained to give specialist advice and guidance for SEND students which is fully accessible. The College approach is student-centred and focuses on realistic and meaningful guidance to support students' aspirations. This approach is evidenced in the Tyne Coast College Careers Guidance Implementation Plan.

3 Legislation

- 3.1 The Tyne Coast College approach to Careers Education, Information, Advice and Guidance is informed by recent statutory guidance 'Careers guidance and access for education and training providers'- October 2018. The College is also working towards the Gatsby Benchmarks. The approach adheres to the Matrix National Quality Standards for Information, Advice and Guidance (IAG).

4 Definition of Terms

- 4.1 **Careers Education** is a planned programme of activities which helps all students develop the knowledge and skills they need to make successful choices during their education to support their learning in preparation for progressing into work.
- 4.2 Careers Education is composed of three elements:
 - **Self-Development** – students understand themselves and the influences on them
 - **Career Exploration** – students investigate opportunities in learning and work
 - **Career Management** – students make and adjust plans to manage change and transition
- 4.3 **Careers Guidance** enables students to use the knowledge and skills they develop to make decisions about learning and work that are right for them. Guidance helps students to focus

on their own choices through effective use of the guidance provided within the College Gateway-Student Services team and external Careers Guidance support.

- 4.4 **Careers Information** supports the delivery of careers education and guidance providing access to a range of up to date information in a variety of formats. There is a Careers Hub based at both College sites.

5 Student Entitlement

- 5.1 All prospective students and/or their parents/guardians are entitled to accurate course information and advice on progression routes. Gateway - Student Services team provide impartial guidance to assist with course choice, career planning and transition to College.
- 5.2 All enrolled students will receive structured tutorials which focus on progression, supporting progression choices and career planning. The College will use a range of approaches to support tutorial activity including guest speakers and external visits.
- 5.3 All enrolled students will have access to one to one Careers Guidance meeting with the College Careers Guidance Leader. These sessions will focus on supporting individuals' aspirations through a realistic and supportive approach. Specialist one to one meetings will be available for students with Special Educational Needs and Disabilities (SEND).
- 5.4 The delivery of information advice and guidance is undertaken by staff qualified to NVQ 3 or 4 in Advice and Guidance. Careers Guidance is delivered by professionally trained careers advisers trained to a minimum level 6 Qualification in Careers Guidance (or equivalent). All staff involved in delivering careers information, advice and guidance to students undertake relevant training where necessary.

6 Student Responsibilities

- 6.1 All enrolled students and potential students are encouraged and supported to have high aspirations for their future career goals. Students who require a one to one guidance interview should self-refer themselves to Gateway-Student Services in order for a convenient appointment time to be made.

7 College Staff and Management Responsibilities

- 7.1 The Head of SEND and Student Services is responsible for:
- the development of the College Careers Strategy
 - Ensuring careers guidance activities are planned, developed and delivered by professional and suitable qualified advisors.
 - Engagement with external stakeholders which support and enable the College Careers Strategy.

7.2 The Careers Guidance Leader is responsible for:

- Linking with curriculum areas and Personal Progression Coaches (PPCs) to plan and develop suitable careers education activities for students.
- Making resources available for curriculum staff and PPCs to use when lesson planning and delivering sessions.
- Ensuring that careers information resources that are located on 'Moodle', TEAMS Career area, careers displays and noticeboards are focused, relevant and up to date.
- Ensuring that paper based information is available in Gateway-Student Services and is maintained and relevant to student needs.
- Ensuring 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 students considering Higher Education.

7.3 Heads of Learning, Heads of School, Lecturers and teaching staff are responsible for:

- Ensuring that curriculum teaching and learning is linked to careers in line with the Gatsby Benchmarks.
- Ensuring that students are receiving a full range of relevant and work related experiences in line with the Gatsby Benchmarks.
- Ensuring that students are receiving a full range of HE and Apprenticeship experiences in line with the Gatsby Benchmarks
- Signpost students to Careers Guidance where support is needed

7.4 Gateway-Student Services are responsible for:

- Providing independent, impartial and confidential careers advice and guidance to prospective applicants and current students to enable them to find out about the full range of progression routes and opportunities available to them.
- Supporting progressing students so they are aware of the full range of options available to them through education (Further and Higher Education), training (traineeships and apprenticeships) or employment.
- Co-ordinating support for Year 11 students to access college shadowing days giving them an opportunity to experience curriculum areas and courses prior to applying to the College.

8 Monitoring & Evaluation

8.1 This Policy will be monitored and evaluated via the following means:

- Customer feedback- student surveys and student forums
- Self Assessment process
- Matrix Award
- Destination Statistics
- Progression boards
- Gatsby Benchmarking
- Other relevant quality assessment processes both internal and external

9 Related Policies and documents

- Admissions policy
- Student Experience Policy
- Tutorial Policy
- Tyne Coast Careers Strategy and Action Plan
- School Liaison Strategy

Student Journey

