

Careers Information, Advice & Guidance Policy

Scope and Purpose of Policy

The purpose of this policy is to provide a comprehensive impartial information and guidance service which maximises opportunities for learners to gain the knowledge, skills and attitudes they need to make informed decisions about managing their own lifelong learning and career development at all stages of transition. Learners will be encouraged to maximise their potential for progression to higher level courses, further study or progressions to higher education and / or employment as appropriate to each individual.

This policy applies to all students regardless of mode or location of study.
This policy applies to all staff who have a curriculum related role within the college.

Policy Statements

The college will maintain and further develop its partnership and relationships with Careers Wales. Formal arrangement of services will be documented in annually negotiated partnership agreements by the Head of Learner Services.

The College's formal Careers and Related Work Experience programme is aimed at meeting National Standards and providing an awareness and knowledge of the local, national and international opportunities available. It aims to assist learners to career and employment choices.

Principles

This policy is underpinned by several key principles:

- The Gatsby principles are inherent in the service provided by careers advice guidance, world of work and related work experience and incorporate the eight benchmarks of best practice.
- Whilst at the college our learners will develop the transferable **skills** they need to enable them to progress into employment or further learning.
- Our learners must be supported to achieve their potential while at the College, in an environment where their **wellbeing** is fulfilled so they feel good about themselves and respect others.
- A commitment to restorative approaches to ensure that we repair harm and build relationships.

Revision No:	2
Last Revision Date:	July 21
Next Revision Date	July 2024

The College is committed to:

- A “whole college” approach to developing the transferable skills that learners need to help them **progress** successfully throughout their lives
- Providing a variety of support mechanisms to meet the needs of learners.
- Every full and part time CAVC learner is entitled to receiving effective programme and services pertaining to careers and the world of work. These will be impartial, flexible, up to date, informed, supportive and timely and will include an entitlement to post-course guidance and support for learners.
- Arranging work experience placements (as verified by awarding body regulations).
- The College maintaining its accreditation to the Careers Wales Mark.
- The College maintaining and developing its partnership and relationship with Careers Wales.
- The college holding information events pertaining to careers, financial assistance and College life at appropriate times throughout the year.
- Providing guidance and welfare services to clients who may be:
 - Considering joining a college programme
 - Already on a programme of study at CAVC
 - Completing a programme and progressing onto further study, training or into employment
- Introducing the Careers Academy providing a strategically aligned one stop shop facility to enable learners to develop the transferable skills they need for progression and employment.
- Developing a comprehensive and collaborative service that works closely with course tutors to provide the following services to all learners:
 - Initial action planning
 - Admissions screening and initial pre course guidance
 - Attendance at information events, open and admissions evenings
 - Drop in and appointment services
 - Group work
 - Group tutorials
 - Employment bureau and job search referrals
 - Individual interviews
 - Mock interviews
 - CV builders
 - UCAS builders
 - ERASMUS

Revision No:	2
Last Revision Date:	July 21
Next Revision Date	July 2024

Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

The Principal will be responsible for ensuring that:

- The College's Career, Advice and Guidance Policy and procedures are fully implemented and followed by staff.
- Sufficient resource is allocated to this area.

The Senior Planning Group will be responsible for:

- Reviewing this Policy and any attached procedures.
- Monitoring the application of the procedures, supporting staff to adhere to the policy and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices eg admissions, tutorial etc support the principles of this policy and associated procedures.

The Dean of Quality Improvement is responsible for:

- Maintaining the currency of this policy and associated procedures.
- Providing appropriate training and development.
- Ensuring that appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of this policy and the procedures and working in a way that does not contravene their contents.
- Working within the requirements of Data Protection and GDPR.
- Communicating effectively with staff to ensure the needs of learners are met.
- Attending CPD events on aspects relevant to the success of this policy and associated procedures.

Learners are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Following procedures related to this policy, specifically using support, training and resources provided to maximise the opportunities available to them.
- Providing feedback on the policy in learner focus groups and via other opportunities.

Revision No:	2
Last Revision Date:	July 21
Next Revision Date	July 2024

Legislation and Guidance

Equality Act 2010

Additional Learning Needs and Educational Tribunal Wales Act 2018

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Health and Safety Implications

None.

Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language i.e. making it easier for people to use in their day-to-day life.

References

Linked Policies

Admissions Policy
Teaching and Learning
Tutorial Policy
Additional Learning Needs
Entrepreneurship and Enterprise
Quality
Equality and Diversity
Staff Development
Data Protection

Linked Procedures

Admissions
Work Related Education
Entrepreneurship and Enterprise
Staff Development
Educational Visits

Revision No:	2
Last Revision Date:	July 21
Next Revision Date	July 2024

Communication and Storage

This policy is published on the company website.
This policy is stored on the company intranet.
This policy is shared with learners.

Glossary

None

Approval, Change and Review

This policy is reviewed every 3 years.

There is a Welsh version of this document available.

Date approved: 01/07/2019

Approved by: CQSA

Review date: 01/07/2024

Responsible Manager: Dean of
Learner Journey

Executive Lead: Deputy Principal

Accessible to Students: Yes

Revision No:	2
Last Revision Date:	July 21
Next Revision Date	July 2024