

There is a Welsh version of this document available.

Careers Information Advice & Guidance Policy.

Scope and Purpose of Policy

The purpose of this policy is to provide a comprehensive impartial careers information and guidance service which aims to reflect the core principles of good Career Learning, 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. To support them to make effective career choices and flourish in a variety of work environment. 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 Student 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.

Careers Guidance, Employability and Work-related experience are interlinked and form part of a 360 supportive service that is embedded within curricula. The College holds the Career Wales Quality Mark for the provision of CWRE.

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.

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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.

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 receive 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.

Any work experience placements will be arranged by the College (as verified by awarding body regulations).

The College will maintain its accreditation to the Careers Wales Mark.

The College will maintain and develop its partnership and relationship with Careers Wales.

The college will hold information events pertaining to careers, financial assistance and College life at appropriate times throughout the year.

Guidance and welfare services will be provided 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

Introduce Aspire and 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.

Develop 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

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- Interactive workshops and activities
- Inspirational speakers
- Employment bureau and job search referrals (Aspire)
- Careers fayres
- Progressions and next steps events
- Work related experiences
- Individual interviews
- Mock interviews
- CV builders
- UCAS builders
- University fayres

Responsibilities

The Board of Governors are responsible for:

- Approving this Policy

Senior Management are responsible for:

Reviewing this policy and the attached procedures.

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment is being undertaken for this policy.

Linked Policies

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

Linked Procedures

Admissions Procedure
Work Related Education Procedure
Entrepreneurship and Enterprise Procedure
Staff Development Procedure
Educational Visits Procedure

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