

# 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 Career 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.

### **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 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
- Employment bureau and job search referrals
- Individual interviews
- Mock interviews
- CV builders
- UCAS builders
- ERASMUS

## **Responsibilities**

### **The Principal will be responsible for ensuring that:**

- This Policy and any associated procedures are fully implemented and followed by staff.
- Sufficient resource is allocated to this area.

### **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 Senior Planning Group will be responsible for:**

- Reviewing this Policy and the 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.

### **The Dean of Learner Journey is responsible for:**

- Maintaining the currency of this policy and associated procedures.
- Ensuring the allocation of appropriate resources to meet the requirements of the policy and associated procedures.

### **The Dean of Quality Improvement is responsible for:**

- Providing appropriate training and development.
- 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.

### **Students are responsible for:**

- Attending induction and tutorial sessions to ensure they are aware of the policy and the opportunities it raises.
- Keeping up-to-date with career opportunities.
- Following procedures related to this policy.
- Providing feedback on the policy in learner focus groups and via other opportunities.

## **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 does not affect the Welsh language negatively. In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Welsh Language Standards.  
There is a Welsh version of this document available.

## **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

<b>Date approved:</b>	<b>July 2019</b>
<b>Approved by:</b>	<b>CQSA</b>
<b>Review date:</b>	<b>July 2021</b>

<b>Responsible Manager:</b>	<b>Dean of Learner Journey</b>
<b>Executive Lead:</b>	<b>Deputy Principal</b>
<b>Accessible to Students: :</b>	<b>Yes</b>