



**KING
GEORGE V
COLLEGE**

Careers Education Policy

(including Information, Advice and Guidance)

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1. Policy Statement

1.1 The College is committed to providing students with Careers Education and Guidance to enable them to gain an understanding of pre course and post course options. The service offered is impartial, transparent and accessible and focuses on the needs of the individual students. Students are treated fairly in accordance with the College’s Equality and Diversity Policy.

2. Purpose of the Policy

2.1 This policy states the responsibilities of the College in relation to careers education and information advice and guidance for students and potential students.

3. Aims and Objectives of the Policy

3.1 The College aims to enhance the personal growth, confidence and employability of young people and adults through the delivery of high quality, professional careers education, information, advice and guidance.

3.2 The policy objectives are to ensure that all learners:

- have access to professional and impartial 1:1 careers guidance, and receive an appointment within 5 working days of a referral being made;
- have access to a Careers Education programme that makes them better informed on progression, career and employment opportunities;
- have access to career and labour market information so that they well informed about work, employment and apprenticeship pathways;
- are supported in evaluating information and developing analytical and employability skills;
- receive support and guidance with training, further and higher education opportunities;
- have a meaningful and appropriate level of interaction with employers within their chosen industry through a range of work experience and work related activities;
- who are considering progressing to higher level study should have had the opportunity for a meaningful encounter with at least two higher education providers.

4. Scope of the Policy

4.1 The policy applies to all students and potential students of the College.

4.2 This policy also applies to all staff involved in the delivery of information, advice and guidance; careers guidance, vocational tutors and tutors delivering enterprise and employability skills.

5. Services Available

5.1 Overview

- 5.1.1 The Information and Guidance team offers impartial information, advice and guidance to students and potential students on courses, progression and financial support along with a broad range of other support available to students for the College. It will refer students and potential students to external agencies who can offer specialist support e.g. benefits or housing advice.
- 5.1.2 Staff will hold (or be working towards) relevant qualifications and will operate in a client centred, non-judgemental, transparent and confidential framework.
- 5.1.3 All students, school leavers and other potential students are welcome to access the Information, Advice and Guidance services via the college's Information Centres, telephone, website and through the live chat service.
- 5.1.4 The Information and Guidance team also offer services via the Library Learning Centres, Open Days and through class discussions.

5.2 Information

- 5.2.1 This refers to unbiased provisions of data on learning and work opportunities, conveyed through a variety of methods including printed materials, computer software audio-visual materials, help lines, e-communication or in person.

5.3 Advice

- 5.3.1 This refers to providing an immediate response to the individual who needs more than straightforward information and meeting needs already understood by the client. It may involve identifying guidance and referring to a guidance provider.

5.4 Guidance

- 5.4.1 This refers to an in-depth interview which helps the individual identify skills and experience, explore a range of options, relate information to their needs and circumstances and make decisions about their career development i.e. progression into work or learning.

6. Partnership Working

6.1 Schools

- 6.1.1 The school liaison team facilitates a range of events to inform school leavers on the courses on offer to them. This includes talks / information delivered in schools, open days / evenings within College and a range of taster sessions.
- 6.1.2 The school liaison team seeks to support schools in providing high quality careers advice and guidance to pupils on the range of options open to them, including vocational programmes, academic study, apprenticeships and higher education, at the earliest opportunity in line with the Gatsby Benchmark statements.
- 6.1.3 All school leavers / potential students are welcome to access the Information, Advice and Guidance services via the college's Information Centres, telephone, website and through the live chat service.

6.2 Employers and Related Organisations

- 6.2.1 The College works with a range of employers and related organisations in the delivery of careers education and information, advice and guidance including local and national employers, charitable organisations, recruitment consultants, apprenticeship employers and professional bodies. The College works with over 250 employers in the delivery of placements and apprenticeships Employers also facilitate visits to their organisations and provide guest speakers and workshops in order to support students in preparing for the workplace.

6.3 Higher Education

- 6.3.1 The College works closely with a wide range of higher education institutions in order to ensure that students understand the full range of learning opportunities that are available to them, including academic and higher apprenticeship routes, and facilitates this through a range of approaches including UCAS workshops, visits to universities and higher education fairs, focused Progress and pastoral sessions and information stands. This approach supports progression to in excess of 70 different providers each year. Students progressing to higher

education are supported in securing bursaries and support funds, applying for Disabled Student Allowance and applying for their courses.

6.4 External Agencies

- 6.4.1 The College works with a range of external agencies who provide careers advice and guidance including access to voluntary work, careers workshops and employment opportunities, e.g. Career Connect, National Careers Service and the Princes Trust. Referrals are made in line with individual student need.

7. Admissions Interviews

- 7.1 All potential students applying to full time or substantial part time programmes or apprenticeships will be offered an interview with a member of staff from the relevant curriculum area. During this process potential students will be given information about the College, specific course information, details on kits, uniforms and trips along with information on progression opportunities once they have completed their course. Outcomes of interviews will be recorded and students will be advised of the outcome of the interview by the member of staff. Potential students may be declined a place on the course, in accordance with the Admissions Policy. In these cases, additional advice and guidance will be offered. In addition all potential students are welcome to access the Information, Advice and Guidance Services via the Information Centre.

8. Further support

- 8.1 In some cases, support staff will make contact with schools, training providers and other key agencies in order to gain a fuller picture of the student and enable them to assess the type and level of support needed for students. This can include support via the Safeguarding Team or Learning Support Team.
- 8.2 Supporting policies are in place to ensure that students receive appropriate information and guidance in relation to their career aims and their fitness to practice within their chosen professions.

9. Induction

- 9.1 All students will be given an induction into the College as part of their course. This will cover a broad range of College services including guidance and support. As part of the College Induction programme students will have access to a range of other external services and support.
- 9.2 All full time students will have an opportunity to review their course to ensure it is appropriate for them within the first 6 weeks of the course commencing, as per the College's Maintaining Student Responsibility (Academic Procedures). If appropriate, transfers to alternative courses can be arranged.

10. Careers Education

- 10.1 Careers Education is offered to full time students through programmes delivered by Progress Tutors (study programmes) and Pastoral Tutors (full time adult and higher education programmes). These programmes cover a range of associated topics including curriculum talks,

general careers advice and signposting, master classes and talks from subject specialists, CV writing, specialist information events such as apprenticeship events, university preparation, support, careers events and UCAS workshops.

10.2 Work placements and/or work-related activity are a core component of all full time and substantial part time programmes. In addition guest speakers, careers events, visits to employers and universities and other residential trips enable learners to develop employability skills and explore career options.

11. Quality Assurance

11.1 Careers and destinations reports are received by the governing board and the College Executive Team. The Director of Curriculum and Quality is responsible for the capture of the destination of learners which is tracked annually. Destination and progression data is reviewed in self-assessment reports.

11.2 Learner feedback supports the development of careers services and education and is obtained through evaluations, group work, surveys, events and activities. Learner feedback forms part of the College's Quality Strategy measure and influences the development of the service.

11.3 In order to ensure that students have access to appropriate courses the Curriculum Development Group advises on the curriculum planning process by:

- Using local and regional information sources, reflecting the needs of the LEP and the Combined Authority
- Analysing past enrolment and destination trends
- Considering and responding to local growth targets
- Reflecting the needs of employers

12. Data Protection

12.1 The College will comply with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) by ensuring that personal data is:

- Collected and processed lawfully, fairly and transparently for only specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing for archiving purposes in the public interest, research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, updated and relevant and not excessive for the purposes it was collected.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. Including not being transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Personal data may be stored for longer periods solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate

technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

13. Confidentiality

13.1 The Data Protection Act and GDPR are not only restrictions on disclosure of information about the College, they are bound by a common law duty of confidentiality. This duty prevents the College from releasing information about students, without their consent. This duty applies to manual records as well as information held on computers.

13.2 Information which must be treated as confidential includes the names and addresses of students and potential students and any other information about them which is not publicly known aka “personal data”. Accordingly, to ensure that the College does not breach its duty, no information, even if it only exists in printed form, should be disclosed unless all the relevant procedures have been followed.

14. Other Relevant Documents

14.1 The following College documents provide links to this policy:

- Admissions Policy
- Fitness to Study and Practice Policy and Procedures
- Criminal Convictions Policy
- Counselling Policy
- Work Placement Policy
- Equality and Diversity Policy
- Disability Statement
- Safeguarding Policy and Procedures
- Maintaining Student Responsibility (Academic Procedures)