



Careers & Higher Education Policy

1. Policy Statement

- 1.1. Weymouth College is committed to developing, maintaining and funding a comprehensive, effective and impartial programme of Careers, Education, Information, Advice and Guidance (CEIAG).
- 1.2. All full time students will have access to CEIAG as part of tutorial or arranged activities.
- 1.3. Part time and prospective students will have access to CEIAG via drop in or appointment.

2. Reason For The Policy

- 2.1. Weymouth College is committed to maintaining the MATRIX Standard.
- 2.2. Weymouth College is committed to working towards and maintaining Investors in Careers Accreditation (IIC).
- 2.3. Weymouth College is committed to following The Careers Development Institutes (CDI) Framework for Careers, Employability and Enterprise Education (November 2015) which seeks to provide learning outcomes as described below
- 2.4. Developing yourself through careers, employability and enterprise education
- 2.5. Learning about careers and the world of work
- 2.6. Developing your career management, employability and enterprise skills

3. Policy Objectives

- 3.1 To make students and potential students aware of their entitlement to up-to-date impartial, client-centred, accessible CEIAG delivered by appropriately qualified, knowledgeable and experienced staff and keep accurate records of any interaction.
- 3.2 To support achievement and enable progression to employment, work based learning or further/higher education.
- 3.3 To contribute to the raising of student participation, achievement and progress.
- 3.4 To be available to all students and prospective students at times which maximise take-up and support widening participation.
- 3.5 To make students aware of their responsibility to meet deadline dates for application to Higher Education (HE).
- 3.6 To provide the opportunity for students to develop a sense of responsibility and readiness for employment or progression to further study.
- 3.7 To work closely with Tutors to provide suitable, up to date resources (Scheme of work/Lesson plans/physical/electronic resources) for use with students.
- 3.8 To provide access to up to date resources and information that are unbiased and no older than 2 years where appropriate.
- 3.9 To provide tutorial support where necessary.
- 3.10 To provide opportunities for tutorial development/training in CEIAG and the resources commonly used in college.
- 3.11 To ensure where possible all students can access computer and on line resources.
- 3.12 To develop working partnerships with external providers such as National Careers Service, Schools and HEIs.
- 3.13 To develop working partnerships with local employers and business groups.

Policy Title:	Careers & HE Policy	Policy Owner:	Assistant Principal Performance & Delivery
Status:	Final	Policy Author:	Careers & Student Information Co-ordinator
EIA Required Yes or No due regard given	No - Due regard given.	Approval Date:	June 2017
Yes - EIA Date:	N/A	Review Date:	June 2019

4. Policy

- 4.1 The policy applies to all enrolled students of the College with the exception of H.E. students from partner HE institutions whereby students are subject to the policy and procedures of the partner university.
- 4.2 All students will be encouraged to complete an online careers assessment at a level suitable to their current course and undertake further research relating to their progression from their current course into either employment or HE.
- 4.3 All Level 3 students are expected to research Career and HE opportunities available to them and to complete an online UCAS application with the exception of the Course Choices element.
- 4.4 All lecturers of Level 3 students will be expected to provide an academic reference for students considering progressing to HE. If the lecturer is not going to be available for the 2nd year of a course s/he should ensure that a copy of the reference is provided electronically to the Careers and IAG team and the 2nd Year Tutor.
- 4.5 Personal Tutors will provide references for students progressing to further study in a timely manner to meet internal/external deadlines.
- 4.6 Tutors, Learning Facilitators and the Careers and IAG Team will provide appropriate and timely CEIAG to students through the tutorial system and arranged workshops.
- 4.7 Students should be made aware of the voluntary nature of many of the facilities on offer from the careers service, including programmes of career seminars and career drop-in facility, and recognise the importance of their own input to career planning.
- 4.8 Students will be shown the services on offer and utilise them as an advisory function, assisting personal decisions relating to career choice, and in order to gather career and vocational information.
- 4.9 Students should keep up to date with developments in education, particularly around application procedures and deadlines. Such information is located in the careers library and on Moodle at all times and will also be made available in varying formats to meet student needs.

5. Definitions

- 5.1 Careers Education: Providing a planned programme of career management learning activities which help students access and develop the knowledge and skills they need to make successful decisions, and manage transition in learning and employment.
- 5.2 Specific areas of delivery will focus on Progression into FE, HE and Employment.
- 5.3 Workshops are to be offered in the following areas: Careers Exploration, CV Building, Job Search Skills, Completing Job Application Forms, Covering Letters, Interview Techniques, UCAS Application Process and writing Personal Statements.
- 5.4 Careers Guidance: Designed to enable individuals to make and implement well-informed realistic decisions about their careers and manage transitions. Includes information and advice provided in a range of settings within the college, as well as one-to-one guidance provided by a qualified advisor (i.e. guidance staff within college).
- 5.5 Careers Budget: Suitable funds will be made available to ensure up to date resources and staffing including administration are provided for CEIAG delivery.
- 5.6 Resources will fall into three categories: 1 Human Resources, 2 Electronic Resources, 3 Hardcopy Resources.

6. Policy Owner

- Assistant Principal Performance & Delivery

7. Who Will Need To Know About This Policy

- All Students
- All Staff
- Parents and Guardians

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8. Responsibility

- 8.1 All college staff have the responsibility to ensure that the CEIAG entitlement is accessible to all students
- 8.2 Tutors and Learning Facilitators, in conjunction with the Careers and Information Co-ordinator, have the responsibility of developing suitable Schemes of work for delivery of CEIAG.
- 8.3 Every member of staff has the responsibility of ensuring that they maintain their professional development and access the training required to enable them to support and deliver the CEIAG programme. Annual appraisals will be used to ensure staff have the relevant skills to enable them to deliver CEIAG.
- 8.4 The Careers and Information Co-ordinator has the responsibility to ensure that relevant, accessible and up to date resources are available to staff and students.
- 8.5 The Careers, IAG team and Learning Facilitators have the responsibility to deliver CEIAG with the assistance of the Careers Manager in a timely and appropriate manner to students at all educational levels.
- 8.6 All Level 3 students are expected to research Career and HE opportunities available to them and to complete an online UCAS application with the exception of the Course Choices element.
- 8.7 The Careers and Information Co-ordinator has the responsibility of ensuring completed HE applications are sent by the external deadline date.
- 8.8 Tutors have the responsibility of ensuring that HE applications are accurate and complete.
- 8.9 Tutors have the responsibility to ensure that students leave college with a CV appropriate to the attainment level of the student.
- 8.10 Destination information shall be acquired and monitored to show impact of CEIAG delivery.
- 8.11 The CEIAG policy will be updated annually after a full audit (which will be carried out using IIC and national framework guidelines as part of the annual SAR).
- 8.12 The IIC steering group are responsible for implementing any changes to CEIAG policy and delivery structure.
- 8.13 The Careers and Information Co-ordinator will report directly to the Support Area Manager for Student Services.

9. Related Policies

- 9.1 Tutorial Policy
- 9.2 Single Equality Scheme
- 9.3 College Charter

10. History

This policy was reviewed and approved on: 5 April 2017.

Signed: *Nigel Evans*

Date: *5 April 2017*

Nigel Evans, Principal

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