

Careers Education and Guidance Policy

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Policy approved by:

Academic Board	6/5/03	Minute 226
Strategic Management Team	7/5/03	Minute 768
Operational Management Team	9/5/03	Minute 23
Curriculum and Quality Committee		Minute 68

Policy implemented :- 2003

Reviewed :- 16/3/05 - No changes (review required every 2 years for Kite-mark body)
19/2/07

Next Review: February 2009.

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Preamble to the Policy

Equal Opportunities

The College shall comply with the Sex Discrimination Act 1975, the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001), the Rehabilitation of Offenders Act 1974, the Human Rights Act 1998 (or any enactment modifying or replacing them) and all relevant statutory duties in respect of equal opportunities.

Special Educational Needs and Disability Statement

The College shall have particular regard to the provisions of the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) in respect of this policy.

The Act applies to people who are disabled according to the definition of disability in the DDA 1995. That is, a disabled person is someone who has a physical or mental impairment which has an effect on his or her ability to carry out normal day-to-day activities. That effect must be:

1. Substantial (that is, more than minor or trivial), and
2. Adverse, and
3. Long-term (that is, has lasted or is likely to last for at least 12 months or for the rest of the life of the person affected).

The College is committed to take all reasonable steps to implement or adjust the policy taking in the circumstances of each individual. Reasonable steps may include, for example, alternative format documents, special arrangements for meetings. (Please note the examples are not exhaustive).

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Careers Education and Guidance: Policy and Strategy

1. Policy Statement

- 1.1 The College's programme of careers education and guidance aims to equip its students to plan and manage their own careers/progression effectively.
- 1.2 The College will comply with The Education Act 1997, extended by the National Assembly for Wales, in providing a planned programme of careers education and guidance for 16-19 full time students. The College has formally adopted the ACCAC framework for the delivery of careers education and guidance, including the prescribed learning outcomes for students appropriate for their stage of development. Furthermore the College has decided to extend this entitlement to all full time students regardless of age. Part time/community students will also be able to access the advice and guidance provided by the careers team within the College.

2. Aims of the Careers Education and Guidance:

- 2.1 To help the students develop an understanding of:
 - 2.1.1 Self-awareness and development
 - 2.1.2 Career opportunities
 - 2.1.3 Career planning skills
- 2.2 These comply with a ACCAC publication 'A Framework for Careers Education and Guidance for 11-19 year-olds in Wales' and incorporates specific learning outcomes for students.

3. Induction

- 3.1 All students will receive a group and individual induction programme. The induction programme will include basic skills assessment and vocational/subject course orientation.

4. Progression

- 4.1 Progression opportunities for full-time students will be a theme of the programme with work experience, visits, assignments, speakers and career tutorials forming the framework.

5. Responsibilities

- 5.1 Details of the quality responsibilities of Curriculum Area Managers and Assistant Principals are given in the Quality Handbook.
- 5.2 In respect of careers education and guidance the responsibilities for Curriculum Area Managers and Assistant Principals/Learner Services Officer are: -

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Curriculum Area Managers	Assistant Principals/Learner Services Officer
<ul style="list-style-type: none">• implement CEG• management of CEG• timetabling of CEG programme• review of CEG programme	<ul style="list-style-type: none">• quality auditing• ensuring adequate resources CEG• monitoring quality of the delivery• producing quarterly reports of CEG for senior managers

6. Access to Professional Careers Advice and Guidance

6.1 Through the Partnership Agreement with Careers Wales Mid Glamorgan, the College will:

6.1.1 ensure that students are informed how to access the Careers Advisor for subsequent interviews at times appropriate to their needs.

6.1.2 work in partnership with Careers Wales (Mid Glamorgan) staff to identify the individual needs of the students.

6.1.3 provide students with access to appropriate and up-to-date careers literature to supplement their careers guidance interviews.

7. Entitlement

7.1 The Careers Education Guidance Programme will be delivered within the College's curriculum and assessment entitlement policy. Full details are given in the Student Charter and Student Handbook.

7.2 Students will have access to a structured programme of careers education and guidance leading to prescribed learning outcomes that will provide opportunities to develop and apply the knowledge, understanding and skills necessary to:

7.2.1 make decisions

7.2.3 assess their individual abilities, skills qualities, needs and values and to explore how these might relate to different occupations

7.2.4 use the sources of information available

7.2.5 make applications and present themselves well in interviews

7.2.6 prepare for life at work and /or in higher education

7.3 The College will provide the opportunity for students to obtain and access accurate comprehensive and up-to-date information on the full range of opportunities available in education, training and employment. Students can then access individual guidance from both careers advisers and college staff and receive individual support for the process of recording achievement and individual action planning and also participate in opportunities to experience the world of work

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8. Careers Team

- 8.1 The Careers Team and the Careers Manager will liaise regularly with members of the strategic management team to ensure quality standards for the delivery of careers education and guidance.

9. Partnership

- 9.1 The College will work closely with Careers Wales (Mid Glamorgan) to ensure the complete delivery of the careers education and guidance programme. Arrangements will be formally set out in the annual Partnership Agreement. In addition the College will link with appropriate external agencies to further the progression of students.

10. Monitoring and Evaluation

- 10.1 Monitoring and evaluation will comply with the Careers Wales Quality Award Standard and will encompass ACCAC's learning outcomes for careers education and guidance. Evaluation and monitoring will include representatives from the Strategic Management Team, Careers Manager, careers advisers and the College Quality Manager

11. Resources

- 11.1 A Careers Library that contains up-to-date information will be maintained on all major campuses.

12. Accreditation of Careers Education and Guidance

- 12.1 The College will be formally assessed against the Careers Wales Quality Award for Careers Education and Guidance.