

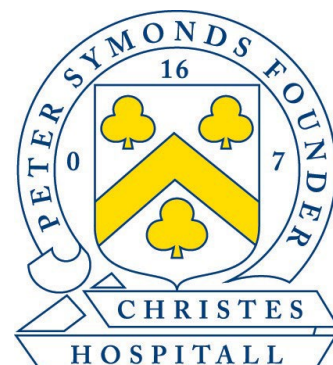


PETER SYMONDS COLLEGE

STUDENT CAREERS POLICIES

This document contains four student careers policies:

- Course and Progression Information, Advice and Guidance
- Careers Education and Guidance
- Work Experience
- Provider Access Policy



COURSE AND PROGRESSION INFORMATION, ADVICE AND GUIDANCE POLICY

This policy statement applies to all students of the college, whether 16-19 or adult learners.

The College Aims:

- To publicise accurate, detailed and unbiased information on all courses and learning opportunities available for post 16 learners at Peter Symonds College.
- To provide information to the local community (i.e. 16-19 year olds, parents, adults seeking full or part-time courses, employers) about college provision and to maintain and extend links with outside organisations. To promote equality of opportunity, information will be made available in accessible formats on request.
- To provide appropriate and timely information, advice and guidance for all prospective students from the time when they begin to make their decisions about which courses to choose, throughout the application, induction and enrolment process, during their time at college and as they prepare for the next stage in their lives. This will include information about how we support students with disabilities.

Student Entitlement:

Student entitlement is set out clearly in the College Charter, the Higher Education Student Charter and the Student Handbook (Adults) and covers pre-entry and entry guidance, on programme guidance and guidance on exit.

INFORMATION AND ADVICE ABOUT COURSE OPTIONS

For Prospective Students and Their Parents

Course information is provided in the Prospectus and associated literature. This is available in a number of ways:

- Directly from the college – contact the Admissions Office
- On the College website
- Through the student's school (if a partner school)
- At Careers Fairs held in local schools
- From College Open Evenings
- At Year 10 taster days which are offered to our closest schools and to those schools who have requested it
- Year 11 Welcome Days offered to all applicants

Careers staff are available at the College Open Evenings, Welcome Days and Student Enrolment

Further information, advice and guidance is provided during one to one admissions interviews and again at enrolment.

For Adult Students

Course information is provided in the Adult & Higher Education (AHED) brochure, the Higher Education Prospectus and leaflets available at the Stoney Lane site, Weeke, local libraries and the website. Information includes the full range of courses offered, days, times, prices, and locations.

Further information is available on our website as follows:

- Individual course outlines and information, containing the following details: the name of the tutor; the location; who the course is aimed at; the aims of the course; what learners will be able to do by the end of the course; activities/tasks which will be covered during the course; previous knowledge required; any useful preparation before the course starts; the amount of study expected outside the course; any materials required; exam and other costs; what the course can lead to. This information is also available from AHED reception.
- Business training opportunities available
- Maps giving directions to the different college sites
- AHED policies and procedures: e.g. complaints, equal opportunities and refunds
- Useful local telephone numbers to seek further information

The Student Handbook (Adults) is available on our website and sets out policies and procedures as they affect adult learners. Hard copies are available at Reception at the Stoney Lane site, Weeke. There is a separate handbook for students on higher education courses that is issued at enrolment and sets out HE specific procedures and protocols (Higher Education at PSC – Student Handbook).

If learners require more help to decide which course is appropriate for them, the Adult & Higher Education Division of the College (AHED) offers an advice service for all accredited courses e.g. Access to HE, Diplomas, and Skills for Life.

The appropriate Adviser will contact learners within five working days to arrange for them to speak with one of the Advisers. All records of such interviews are confidential. Staff offering information and advice are all competent to the level at which they are working.

Advice is also offered with regard to course fee funding, careers guidance, childcare and hardship funds by contacting the reception at AHED.

PROGRESSION INFORMATION, ADVICE AND GUIDANCE DURING A STUDENT'S COURSE

For Current Full Time Full Time 16-19 Students

Peter Symonds College is committed to providing planned, unbiased and impartial Careers Education, Information, Advice and Guidance for all students at the sixth form College. A published version of the Careers

Programme is accessible via the College website, along with a copy of this policy, the Provider Access Policy and the CEIAG policy.

Peter Symonds College is responsive to the needs of individual students, providing student-centred, impartial support to all students. The aim is to raise aspirations and awareness, empowering students to develop employability skills and make realistic and informed decisions about their future for themselves to manage the transitions from one stage of their education, training and work to the next. This will be achieved through a combination of:

- Access to a dedicated Careers Department with a team of professionally qualified Level 7 Careers Advisers, supported by Careers Assistants including for students who leave before completing their courses
- Access to a SUN Progression Mentor for students who meet widening participation criteria or are identified in particular groups for example students in receipt of Free College Meals.
- Individual activities (e.g. confidential 1:1 Careers guidance interviews)
- One-to-one formal tutorial progress reviews, regular target setting and monitoring
- Whole group sessions as part of the tutorial programme
- Sessions delivered via the Symonds Lecture Programme by Careers Advisers and visiting speakers, covering post 16 progression routes and pathways
- Cross-College careers events (e.g. Careers Day and Progression Fair)
- Access to the extensive resources available in the Careers Department
- Optional group sessions to meet specific needs (eg: lunchtime talks delivered by visiting speakers and ex students)
- Access to information via the Careers Intranet site and Careers Google Classrooms

For Adult Students

- An Introduction to the Careers department will be offered to all Access students and their tutors
- There is a Careers section available on Moodle for Higher Education students and they can request a careers guidance session if required
- Learners are provided with the National Careers Service website address and/or phone number for general careers advice and guidance

Feedback

We welcome comments to help us improve the information and guidance services provided to students.

- For Adult students, Comment or Complaint Forms are available in the café at the Stoney Lane site. Students can also feedback via Facebook and Moodle, our Virtual Learning Environment. We are always keen to improve and regularly evaluate our service. We monitor the comments received (which can be anonymous) and refer to them when making

improvements in the advice and information offered. If you need to speak to a member of staff, the receptionist will either connect you directly or leave a message for the appropriate person who will contact you within five working days, except in exceptional circumstances when the situation will be made clear to you. There are also opportunities to provide feedback through end of course evaluations, SPOC, student voice groups, employer surveys, 'Admissions & Settling In' Survey and periodic themed cross-divisional questionnaires e.g. induction.

- For full time 16 – 19 students, CEIAG is reviewed annually by the Head of Careers and College Careers Advisers, using a range of methods to monitor and evaluate to inform future development. Students are actively involved in the planning, delivery and evaluation of CEIAG through discussions with tutors, peers, the use of feedback forms and the Student Perception of Tutorial survey. The Careers Department has volunteer student Careers Reps, who form part of a Careers 4 U focus group, providing feedback and support to the department. All events are reviewed and evaluated using feedback forms with action points agreed, seeking student, parents, staff and visitor views. The Careers Department participates in the College self-assessment process, producing a Development Plan each year as a result.
- Prospective students are asked to complete an interview questionnaire after their initial interview at the College at the point at which they accept their place with us.

Linked Policies

- Admissions Policy for Students
- Work Experience Policy – Students
- Careers Education, Information, Advice and Guidance Policy for the Sixth Form College
- Equality, Diversity and Inclusion Policy – Students
- Provider Access Policy

When this policy was reviewed, consideration was given to equality and diversity in the context of the 2010 Equality Act and any necessary updates agreed.

CAREERS EDUCATION AND GUIDANCE POLICY FOR THE SIXTH FORM COLLEGE

Introduction

A young person's career is their pathway through learning and work. All students at Peter Symonds Sixth Form College are provided with a planned programme of activities that challenges stereotypes and helps them make informed post-college choices and, therefore, a smooth transition into adulthood. The Careers Education, Information, Advice and Guidance (CEIAG) programme is integrated into students' experience of the whole curriculum, advancing equality of opportunity and fostering good relations between people. The College holds the Investor in Careers quality award.

Statement of Commitment

Peter Symonds College is committed to providing a planned and impartial Careers Education and Guidance (CEG) programme for all students at the Sixth Form College, along with impartial information, advice and guidance (IAG). The college is an affiliated member of the Careers Development Institute (CDI) and subscribes to the Institutes Code of Ethical Practice.

We are aware of the Careers Strategy document (DfE 2017) and working towards adopting the Gatsby Benchmarks and complying with 'Careers Guidance – guidance for further education colleges and sixth form colleges' document (DfE 2018).

Aims and Objectives

- To help and support individuals in making realistic, informed decisions about the future, in order to make the most of the choices available and appreciate the consequences of these for their future options.
- To encourage individuals to take responsibility for the future directions of their lives by enabling them to progress from dependence to autonomy.

Modes of Delivery

The college has a dedicated Careers Library, containing comprehensive careers literature and computer software packages to which students have easy access, so that they can appreciate and research the variety of routes available.

CEG is formally delivered as part of the college's tutorial programme and Symonds lecture programme. All students attend two tutorial sessions per week, which are delivered by personal tutors, and one lecture a fortnight. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students on Level 2 programmes are provided with a different CEG programme delivered via tutors and in subject lessons to ultimately support them in progression to Level 3 courses or employment with training.

The CEG programme includes practical careers education sessions, career

guidance activities (group work and individual interviews), information and research activities (using the Careers Library resources and the college intranet) and work- related learning (including opportunities for work experience for students on vocational courses). In addition to this students are provided with optional opportunities to experience, sample and progressively gain knowledge of future routes through visits by employers, professionals working in the field, previous students and educational institutions in order to improve the basis on which individuals make decisions.

Monitoring, review and evaluation

The CEG programme is reviewed annually by the Head of Careers and the college Careers Advisers. Students are actively involved in the planning, delivery and evaluation of the careers education and guidance programme through discussions with tutors, peers and the use of feedback forms. College staff are consulted through the Head of Careers attending Faculty meetings and the use of feedback forms. An annual Careers review is provided to the Senior Management Team. The Careers Department also participates in the college self-assessment process, producing a Development Plan each year as a result.

This policy was developed and is reviewed annually through discussions with Senior Management, students and governors. Peter Symonds College is committed to maintaining the Investor in Careers quality award for Careers Education and Guidance to help support the work of CEG within the college.

Management and Staffing

The Careers department is managed by the Head of Careers, supported by a deputy and a team of Careers Advisers and Careers Assistants. The Careers team support the work of the tutors and subject teachers in promoting CEG, as well as initiating its own work in this area. The careers programme is planned, monitored and evaluated by the Head of Careers and line managed by the Deputy Principal (Students). Work experience is planned and implemented by the Work Experience Co-ordinator.

Links with other policies

The CEG policy supports and is underpinned by key college policies including those for teaching and learning; information, advice and guidance; admissions and equal opportunities.

WORK EXPERIENCE POLICY FOR THE SIXTH FORM COLLEGE

Introduction

Work experience is a placement with an employer in which a student carries out a task or a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Students studying vocational courses for the majority of their timetable at Peter Symonds College are required to attend work experience placements as part of their programme of study.

The Gatsby Benchmarks

The Department of Education's 'Careers guidance; Guidance for further education colleges and sixth form colleges, January 2023', details the eight Gatsby Benchmarks. Benchmark six 'Experiences of workplaces' states that 'every learner should have first-hand experiences of the workplace through work visits, work shadowing or work experience'.

In working towards benchmark six, all students are strongly encouraged to complete work experience to help their exploration of career opportunities and expand their networks. The importance of work experience as well as guidance on how to go about securing a placement is delivered to all students through the tutorial programme. Students are encouraged not just to consider work experience in the 'traditional' sense but also to include work shadowing, volunteering and insight days amongst the options for gaining experiences of work places.

The Careers Department advertise work experience and volunteering opportunities to students via a job vacancy board, along with organising numerous events with employers which enable students to develop contacts with potential work experience opportunities. Many curriculum leaders organise trips that are to areas of employment, allowing students to both learn about and visit a place of work.

Work Experience - Statement of Commitment

Peter Symonds College is committed, subject to resource restraints, to supporting planned work experience placements for students studying identified vocational courses, promoting equality of opportunity. To ensure that work experience placements are delivered to a high standard, we give due regard to 2 the work experience sections within the 16 to 19 study programmes document (DfE) and the Health and Safety Executive guidance on work experience, along with the Careers Strategy (DfE 2017) and 'Careers Guidance –and Access for Education and Training Providers (DfE 2023). To support the work experience placements the college has a dedicated Work Experience Coordinator.

Aims and Objectives

- To provide opportunities for developing employability skills and learning about the skills, personal qualities, roles, structures and careers that exist within a workplace or organisation.
- To relate learning to the work environment.
- To provide students with a realistic idea of the workplace to help explore career opportunities and expand their network.

Responsibilities

To ensure successful placements, the Work Experience Coordinator works closely with students, their parents or carers, the college and employers. Procedures are flexible, influenced by circumstances and individual needs. Outlined below are the main responsibilities to ensure placements occur smoothly.

Students

- Actively engage in the process of identifying the types of placement that will meet their learning needs.
- Complete and return work experience paperwork and online information.
- Complete the online DBS check if required and supply appropriate identification. Attend work experience preparation sessions.
- Behave appropriately and follow the instructions given to them by the employer.
- Contact employers to express appreciation following completion of placement.
- Reflect on their work experience placement on the online system (Unifrog)

Parents/Guardians

- Are involved in the choice of placement.
- Provide online consent for the work experience placement to take place
- Are the out of hours emergency contact for employers.

The College

- Gives due regard to statutory requirements.
- Works in partnership with employers to ensure well-structured placements that develop employability skills and takes account of student's needs and future plans.
- Issues placement details to students, parents/carers and employers before the placement starts.
- Completes a DBS check where such a check is required for the student to undertake a particular placement.
- Discuss and provide students and employers with copies of the Aims & Learning Outcomes, prior to the placement starting.
- Reviews Health and Safety checks/requirements.
- Ensures, where appropriate, that students with additional needs are supported eg: with consent, through the sharing of information or the completion of a Risk Assessment.

Employers

- Read the aims and learning outcomes of the placement and ensures there

is a structured plan for the placement, so the student can achieve the outcome.

- Complete and return college work experience paperwork or online forms.
- Ensure that all Health and Safety requirements are followed.
- Support students during their placements to ensure they obtain a genuine learning experience suited to their needs.
- Contribute to end of placement reviews, in discussion with students, and completes a feedback form based on the students' performance and record of attendance.

Monitoring, Review and Evaluation

The Work Experience Co-ordinator reviews all placements once complete, via feedback with students, staff and discussion with employers. An annual report is made to the Senior Management Team.

All students are monitored by college staff whilst on their placements, through visits and/or telephone contact. Immediately after the placements, students are actively involved in debriefings via discussions with college staff, peers and/or presentations and feedback questionnaires. Students also reflect on their placement and what they have gained from it on the online system (Unifrog). Feedback from employers is also provided via the Unifrog placement tool for students to see.

Peter Symonds College is committed to monitoring, review and evaluation and currently holds the Investor in Careers Quality in Careers Standard.

The records kept by the Work Experience Coordinator are subject to internal Audit.

Management and Staffing

The Work Experience Coordinator is managed by the Head of Careers and is located within the Careers Department. The Vocational Course Leaders and tutors work in partnership with the Work Experience Coordinator, supporting all students on vocational courses completing work experience placements.

Linked Policies

- Careers Education, Information, Advice and Guidance Policy for the Sixth Form College Course and Progression Information, Advice and Guidance Policy
- Equality, Diversity and Inclusion Policy for Students.

When this policy was reviewed, consideration was given to equality and diversity in the context of the 2010 Equality Act and any necessary updates agreed.

Provider Access Policy

Introduction

This document sets out the college's arrangements for managing the access of providers to students studying at the college for the purpose of giving them information about the provider's education or training offer. This complies with the legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

All students at Peter Symonds Sixth Form College are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through focused events including compulsory Careers Day, Symonds Lecture Programme/Level 2 Careers Programme which includes apprenticeship talk, Progression Fair, Curriculum Subjects, and optional lunch time talks
- To understand how to make applications for the full range of academic and technical courses.

All students in Lower Sixth and Upper Sixth will have the opportunity to attend at least two provider encounters. Providers will be given a reasonable amount of time to: -

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and trainee employees from the provider)

The majority of students at Peter Symonds Sixth Form College study A levels and progress onto higher education courses (around 85-90%).

Approximately 5% of students each year progress onto employment, which includes apprenticeships and training. Examples of recent employment destinations include Student Police Constable with City of London Police; Apprentice Administrator with VTCT; Apprentice Financial Analyst with IBM; Aircraft Control Position Operator with NATs; Investment Analyst with Mercer and Trainee Pharmacy Advisor with Boots.

Management of Provider Access Requests

A provider wishing to request access should contact Debbie Mahoney, Head of Careers & Careers Lead.

Requests for visits need to be made well in advance, considering the term dates and important dates published on the [college website](#).

Previous providers to the college include talks by BAE systems covering Apprenticeships in Engineering; Rathbone Legal Services covering Apprenticeships as a Solicitor; along with EY, NHS & Virgin Media O2 covering Apprenticeships available with their organisation. Exhibitors to the annual Progression Fair include Steve Willis Training Centre; L3Harris Airline Academy; Morgan Sindall Infrastructure; Hampshire & Isle of Wight Police and JP Morgan.

Opportunities for Access

The College offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the college website. Varied events, integrated into the College's careers programme, will offer providers an opportunity to come into College to speak to students and/or their parents.

The College will make our premises available to allow fair access between the provider and students, as appropriate to the activity and will be during the college day (9.00am – 4.30pm). The College will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers. Our only event offered virtually is Careers Day, all other provider access requests are for physical visits and talks to students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Head of Careers, so that they can be displayed in the Careers Department.

The College policies on safeguarding will need to be followed by any providers accessing our premises to talk to our students and providers will be briefed on the staff code of conduct upon arrival. A copy of this can be found on the Peter Symonds College [website](#).

Complaint Procedure

The Careers Lead will grant or refuse requests based on the number of requests received, along with ensuring there is a range of providers attending the two large careers events – Careers Day and Progression Fair which take place in the spring term and which all students attend. Careers Talks take place across the academic year in the students' lunch time, which is from 1.00 – 1.55pm each day.

Any complaints with regards to provider access can be raised following the College's Complaints Procedure which can be found on our website or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Links to other policies

The Provider Access Policy supports and is underpinned by key College policies including those for teaching and learning; information, advice and guidance; careers, education and guidance; and work experience.

Approved by SMT & Governors at Full Board Meeting
Review Date

February 2023
February 2025