



PETER SYMONDS COLLEGE

STUDENT CAREERS POLICIES

This document contains three student careers policies:

- Information, Advice and Guidance
- Careers Education and Guidance
- Work Experience



INFORMATION, ADVICE AND GUIDANCE AT PETER SYMONDS COLLEGE A POLICY STATEMENT

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

The College Aims:

- To publicise as widely as possible 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 16-19 Full Time Students

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
- 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 to speak confidentially 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.

INFORMATION, ADVICE AND GUIDANCE DURING A STUDENT'S COURSE

For Full Time 16-19 Students

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 aim is to help students to develop decision-making and transition skills and to acquire the information they need to make their plans for the post-college stage. This will be achieved through a combination of:

- Access to a dedicated Careers Department with a team of professionally qualified Careers Advisers, supported by Careers Assistants
- Individual activities (e.g. confidential 1:1 Careers interviews)
- One-to-one formal tutorial reviews and monitoring of targets
- Group activities as part of the tutorial programme
- Sessions delivered via the Symonds lecture programme by Careers Advisers and visiting speakers, covering external routes and pathways
- Cross-College careers events (e.g. the Progression Fair and the Gap Fair)
- Access to the extensive resources available in the Careers Library
- Optional group sessions to meet specific needs (eg: lunchtime talks)
- Access to information via the Careers Intranet site

For Adult Students

- An Introduction to the Careers department will be offered to all Access and Higher Education students and their tutors
- There is a Careers section available on Moodle for Higher Education students
- 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 IAG 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 VLE. 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.
- For full time 16 – 19 students, there are opportunities for feedback about IAG services via cross-college student questionnaires and SPOT/SPOC focus groups (which are part of our Quality procedures), as well as via feedback sessions and questionnaires organised by the Careers Department, as part of our commitment to the Investor in Careers quality standard.

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 a significant proportion of their timetable at Peter Symonds College are required to attend work experience placements as part of their programme of study.

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, inclusion and anti-racism. To ensure that work experience placements are delivered to a high standard, we give due regard to the work experience sections within the 16 to 19 study programmes document (DfE 2017) and the Health and Safety Executive guidance on work experience, along with the Careers Strategy (DfE 2017) and Gatsby Benchmarks.

To support the work experience placements the college has a dedicated Work Experience Co-ordinator.

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 get a first experience of work.

Responsibilities

To ensure successful placements, the Work Experience Co-ordinator 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

- Participate in the process of identifying the types of placement that will meet their learning needs.
- Complete and return work experience paperwork.

- 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.
- Give feedback to employers following a placement.

Parents/Guardians

- Are involved in the choice of placement.
- Give consent and return paperwork.
- 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.
- 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.

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 forms. Employer assessment forms are also reviewed and given out to students following the placements.

Peter Symonds College is committed to monitoring, review and evaluation and currently holds the Investor in Careers quality award for Careers Education and Guidance.

The records kept by the Work Experience Co-ordinator are subject to internal Audit.

Management and Staffing

The Work Experience Co-ordinator 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 Co-ordinator, supporting all students on vocational courses completing work experience placements.

Links with Other Policies

The Work Experience policy supports and is underpinned by key college policies including those for teaching and learning; information, advice and guidance; careers education and guidance, and equal opportunities.