

Careers Education and Guidance Policy

Our Careers team aim to provide students, potential students and employers with outstanding services aimed at assisting students to plan for their economic and educational future.

The principles of the Careers Service are to:

- Offer impartial careers advice and guidance that will result in appropriate and informed choices about destinations for students
- Offer effective, accessible and up-to-date careers information and resources
- Provide specialist knowledge and advice to support tutors
- Provide a high quality service to students, the college and the local community

This is achieved by providing access to information resources, impartial individual guidance, and, once enrolled at the College, a range of co-curricula activities designed to develop skills for employability, assisting in your career management and decision-making.

Activities, Resources, and Partnerships:

The Careers team provides support to tutors by delivering targeted careers education tutorials on progression pathways. This will consist of:

Autumn Term – Delivery of employability programmes to HND and Foundation degree students to support attainment of graduate schemes and permanent employment opportunities. Ongoing support to students applying through UCAS wishing to achieve higher education progression is provided. These tutorials are supported by a Careers & Apprenticeship Fair and the Higher Education Fair, forming a focus for tutorial delivery. The Careers team will maintain links with the curriculum areas to ensure information about courses is up to date. Careers resources will be provided to help tutors deliver skills development

Spring Term – Delivery of Enhance scheme of work across levels 1, 2 & 3 to promote successful progression onto further education courses, apprenticeships and employment.

Summer Term – Delivery of Higher Education Progression days in partnerships with local universities covering how to successfully secure a place at University including sessions on personal statements, higher education research and the UCAS process.

Information about forthcoming events will be notified to students through their personal tutors, student hub, posters and Mysolcom.

Advice, help and support is available to students and their parents through the college website, information about the Careers service is available at parents evenings. For students to make informed decisions about their future careers we run s (post 18 options evening) for parents and students to attend.

Partnerships:

The College also has a partnership agreement with the National Careers Service which aims to meet the needs of all adults over the age of 19+ who are currently unemployed or seeking to change their career direction. A qualified Careers Advisor from National Careers Service is available at Solihull College every 2nd week of the month from 9am till 5pm - (Tuesday) Blossomfield and (Thursday) at Woodlands campus.

The college also has close links with the Postgraduate Careers Guidance Team at Coventry University as we take Postgraduate students for a placement year.

The college has productive partnerships with local universities and local employers which help us meet the needs of the economy, education and the community.

Our offer

Before you join the college you are entitled to:

- Free information, advice and/or guidance about what the College offers.
- Impartial guidance on your learning needs.
- An interview to discuss your future plans or help if you decide on a course of action.

When you have joined the college you are entitled to:

- Use the careers information resource provided on-line through the Student Hub and in the Student Services Centre.
- Help with answering your careers enquiries including job search activities.
- Activities and talks designed to identify and develop your skills for employment, and make informed decisions.
- Ongoing access to careers guidance

Before you leave you are entitled to:

- Information about your progression options such as Higher Education, Work Based Training and Employment Opportunities.
- Access to careers guidance concerning the best move for you when you leave.
- Help with making employment applications
- Information about what else the college can offer you.

As a result of accessing the Careers Service you will be able to :

- Identify the most suitable path to achieve your career goals
- Identify your strengths, weaknesses and understand how to bridge any gaps that may prevent your progression
- Identify relevant information on learning & progression
- Agree a plan of action that needs to be undertaken by yourself to help you achieve your goals
- Access other sources of valid, up-to-date careers information to support your ongoing development.

However, Solihull College Careers team are not able to:

- Make up your mind for you
- Enrol you directly onto courses
- Represent you with employers, at tribunals or at court hearings. However, we will refer you to organisations who can offer support.

Our commitment to you

All our services are regularly reviewed. You may receive a questionnaire asking for your comments about the level of service you have received and how we could improve our standards – your views are welcome. You are not required to give your name if you do not wish to. We will ensure that careers staff:

- Follow the ethical principles of IAG delivery ensuring that information provided is independent and impartial.
- Respect confidentiality
- Respond to e-mail enquiries within 3 working days
- Respond to telephone messages within 24 hours
- Record client information to provide information, advice and guidance services in accordance with the college's Data Protection policy. The college is registered as data controller under the Data Protection Act

1988. If relevant, we will seek permission to share limited details with third parties.

The Careers Guidance Statement of Service operates in accordance with MATRIX and IAG for Young Persons Quality Standards and our published Confidentiality Policy.

Organisational Responsibilities

- The member of staff who has overall responsibility for careers is the Careers Co-ordinator who submits regular reports (every half term) to the Director of Student Services. The Policy is reviewed on a yearly basis.
- Robust quality assurance systems are in place. Each team undergoes an 'operational review' during which the strategic and operational plans are examined and compared with progress made. Action plans are then compiled and shared with team members for further actions.
- Every member of the Careers team have specific roles and responsibilities to ensure that the service is delivered effectively.
- Careers education and guidance is a whole college responsibility. Both teaching and support staff are involved in careers education and guidance in some way, whether through supporting work placements, supplying information on course and job opportunities, providing learning or tutorial support to facilitate progression.
- The College works in partnership with the local authority and local partners to focus on those young people whose IAG needs are greatest and who are most 'at risk' of dropping out of College or becoming NEET. For 19+ students we work closely with the National Careers Service Team who attends college once a month on both campuses.
- The advisers in Student Services offer pre-entry advice and guidance to prospective learners and careers staff work with enrolled learners; whilst industry specific guidance is provided by tutors in class throughout the year.
- All college staff participate in Cross College staff development initiatives, examples of which include Safeguarding, Health and Safety, UCAS reference writing for personal tutors. In addition to this the Careers team undertakes a range of training and development activities as recommended by the CDI. All new/updated information gained from training and development activities are reviewed and shared.

Career Development Institute Code of Ethics

Impartiality:

We provide unbiased information, advice & guidance that allows you to consider all of the options available to you

Accessibility:

We are committed to making all clients aware of the services we offer and to make sure that all clients can access the service. We do this by working together to provide facilities and materials suitable for all clients in a way that does not exclude anyone from benefiting from the service.

Confidentiality:

We will treat all information about our clients as strictly confidential as required by the Data Protection Act. We can provide a private setting for pre-booked careers appointments. Drop in sessions will be within an open space unless otherwise requested. We will not pass on any information without the written permission of the client with the exception of safeguarding disclosures.

Equality of Opportunity:

We are committed to equality of opportunity for all our clients, and will monitor services on a regular basis to ensure that we uphold this principal in delivering our IAG service. We will provide a copy of our equal opportunities policy to any client on request.

Transparency:

The information, advice & guidance process should be made clear to every client. We aim to use clear language and ensure that all clients understand what is available through the IAG service, including our roles and responsibilities.

Individual Ownership:

We ensure that the information, advice and guidance we provide is focused on the needs of the individual and that the service is welcoming and responsive to their present and future needs. We encourage client feedback on our service and provide opportunities for clients to give us their opinion.

Professional:

We ensure that our staff have the skills and knowledge to identify and address our clients' needs. The College is committed to providing opportunities for continuing professional development to IAG staff.

Client Referral:

We will refer clients within the College as appropriate and onto other agencies following prior agreement with the client.

Reviewed/Updated/Approved	By	Date	Signed
Updated by Careers	Alka Prinja	September 2017	
Reviewed by Careers	Alka Prinja	September 2017	
Approved by Director of Student Services	Adam Thomas		
Approved by SMT	Pete Haynes		
Approved by Governors			