

## **PETER SYMONDS COLLEGE**

### **COURSE AND PROGRESSION INFORMATION, ADVICE AND GUIDANCE POLICY**

Date Reviewed by SMT:	30 March 2021
Date Approved by Governors:	5 July 2021
Member of Staff Responsible:	Deputy Principal (Welfare & Progression)
Next Review Date:	June 2022

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 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

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 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.

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

#### **For Current 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 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
- Individual activities (e.g. 1:1 Careers guidance interviews)
- One-to-one formal tutorial 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, Progression Fair and the Gap and Volunteering 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)
- 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
- Careers Education, Information, Advice and Guidance Policy 16-19 Students
- Equality and Diversity 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.