

## **CAREERS EDUCATION AND GUIDANCE POLICY**

This policy was developed to provide a set of principles on which to base the careers education and vocational guidance programme for adults and young people. This policy was the result of wide consultation within the college and was informed by researching up to date authorities. It also conforms to the custom and practice within the IAG local network managed by Connexions London West & Lifetime Careers (Brent & Harrow)/CfBT Advice & Guidance.

It is the policy of Stanmore College to offer all clients quality careers guidance, which will be impartial, confidential, client centred and which promotes equality and diversity.

Careers Education and Guidance is provided by a central advisory team which is independent of any teaching department to ensure impartiality. The team works within the local IAG network to facilitate appropriate referrals.

Careers Education and Guidance will be offered through Student Services, the tutorial programme and the local IAG network. Clients will be helped to develop a strategy for making informed, ambitious but realistic decisions about careers and then implementing those decisions. Information provided will be comprehensive, relevant up-to-date, accurate and reliable.

As a result of this careers guidance the client should develop the following skills:

- analysing and understanding his/her own ambitions, abilities, interests and values

- retrieving and using information about the opportunities available

- decision making, approaching choices in a serious and systematic way

- taking responsibility for the choices made

- action planning to implement these choices in an appropriate timescale

- managing change

- making and maintaining effective relationships with colleagues in the workplace

The client should be equipped with the practical skills and attitudes to look for places in FE/HE training and employment and cope with independent living both now and any time in the future.

The service is available in Student Services on a drop-in basis between 9.00am-7.30pm Monday – Thursday and 9.00am-5.00pm Friday. Appointments requested outside these hours will be made when appropriate for working clients. There is no cost at present to potential students and the general public. Student Services is accessible to wheelchair users. This policy is evaluated annually by means of a series of client satisfaction questionnaires and up-dated as required.

Date: January 2004