

Careers Education and Guidance Policy

Introduction

It is the policy of Lowestoft College that all learners should have access to impartial careers education and guidance throughout their College course. This means providing a high quality service to support current and potential learners through a reliable cross-College network. Learners will be encouraged to develop knowledge and understanding of self, roles and opportunities in education, training and employment. Learners will be helped to develop the skills necessary to obtain and handle information, be realistic about personal capabilities and aspirations, and make informed decisions about future options.

The College recognises that a successful Careers Education and Guidance (CEG) programme is a partnership between the College, Connexions Suffolk (through the 'Partnership Agreement', which sets out the terms of our joint collaboration), HE establishments, employers and each learner. The guidance provided will recognise the individual needs of each learner and be provided in an independent and impartial manner.

As evidence of our commitment to career planning and delivery, Lowestoft College was a member of the Development and Consultation Group which drew up the Suffolk 14 – 19 Strategy – Careers Education, Information, Guidance and Support Standards completed in May 2006. In May 2008 Lowestoft College achieved these Standards, which evidences the excellent careers provision within College.

Careers Education and Guidance in Context

The 1997 Education Act requires colleges in the FE sector to work with careers services, particularly by giving them access to learners and to college premises, and ensuring that learners receive careers information.

In implementing the legislation, a planned CEG programme can increase participation (in accordance with the Kennedy Report), increase the involvement of disadvantaged people and those at risk of dropping out, develop career management skills while promoting the ethos of lifelong learning.

Definitions

- **What is Careers Education?**

“Careers education is the planned provision of activities, courses and programmes that support learners’ personal career development.” (Developing Careers Education in Colleges DfEE 1998)

Careers education has three main set of aims:

- Self development
- Career exploration
- Career management

- **What is Careers Guidance**

“Careers guidance is a means of helping individuals to apply the knowledge, understanding and skills they have gained to their own circumstances at points when decisions and/or changes have to be made.” (Developing Careers Education in Colleges DfEE 1998)

Objectives of the Policy

The aim of the policy is to enable learners to:

- **Self Development**
 - Understand themselves so that they are self-aware, have a flexible outlook and realistically high expectations;
 - Develop the Key and other skills needed for planning and managing their own career development and for employability;
 - Be able to analyse critically existing structures of opportunities in work, training and further and higher education options;
 - Know and understand the full range of options available from the various sources of information and guidance, both within and beyond the college on the completion of their course.

- **Career Exploration**
 - Understand changes in education, training and employment and the impact of these on career patterns;
 - Understand the importance of 'lifelong career development' and 'lifelong learning' throughout their working life;
 - Investigate careers and opportunities in learning, work and leisure, at home and abroad;
 - Know where and how to access appropriate information, resources, help and guidance

- **Career Management**
 - Make and implement career plans;
 - Decide on and take next steps in their career development using appropriate techniques such as action planning and reviewing and recording achievement;
 - Manage transition;
 - Be able to prepare and use their Individual Action Plan and record achievements to support their career development within the Tutorial Guidance framework;
 - Be able to prepare for work by presenting themselves well through written application and at selection interviews

The Framework for CEG uses these three learning outcomes to help: *“young people take a more active role in their career learning”*. (National Framework op.cit.)

Guidance for Tutors

Lowestoft College's Tutorial Policy sets out five main aims:

- i) To provide every full-time learner with a personal tutor as a named point of contact during their course.
- ii) To track and monitor learners' academic progress, by setting and reviewing realistic but challenging targets for successful achievement of the course.
- iii) To advise learners on personal, social and financial issues which impact on course achievement.
- iv) To generate positive individual and group ethos between learners and tutors.
- v) To provide an opportunity to consider course options, progression routes and careers advice.

Tutors should be aware of the increasingly important role in the provision of careers and progression advice and basic provision is included in our tutorial scheme of work. Further assistance can be obtained by:

- Liaising with Connexions Suffolk for all 16 – 19 year old learners;
- Introducing learners to the Careers Library;
- Ensuring learners are aware of University Open Days as advertised by Learner Services and the Careers Library;
- Encouraging learners to attend special careers-focussed talks such as HE and finance, etc;
- Attending Careers and Employment Fairs, both locally and elsewhere, when publicised internally and externally to the College;
- Ensuring that, where possible, work placements support and add value to the learner's ultimate career objective

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February 2010