

Student Entitlement for Careers Information, Advice and Guidance

All students are entitled access to a careers education programme, students are helped to become more self-aware, provided with better information about opportunities; supported with evaluating information and making decisions; helped with planning their admissions and applications tactics and to ensure that staff who support students are knowledgeable about new opportunities.

All students have opportunities to acquire and develop the basic skills and attitudes needed and in providing guidance that makes a difference to their lives.

Students will be provided with the tools to support their:

Self development

- Understand themselves so they are self-aware, have a flexible outlook and realistically high expectations
- Develop key skills including communication, team work, reflective thinking, problem solving, independent enquiry and attributes including resilience needed for planning and managing their own career development for employability
- Be able to analyse critically existing structures or opportunities in work, training and further and higher education
- Know and understand the full range of options available to them from various sources of information to manage their own career

Career Exploration

- Understand changes in education, training and employment and the impact of these on career and working life
- Investigate careers and opportunities in learning, work and leisure and how these meet local and national priorities
- Be able to prepare for work
- Awareness of enterprise and how to start their own business
- Know where and how to access appropriate information, resources, help and guidance
- Through work experience, test their effectiveness in the work place and develop social capital through first-hand experience

Career Management

- Make and implement career plans
- Manage transition
- Decide on and take next steps in their career development using appropriate techniques such as action planning, reviewing and setting smart targets

- Manage transition
- Search for appropriate opportunities and develop networks and select method of application fit for purpose.
- Be able to prepare for work by presenting themselves well through written application and at selection interview

City of Wolverhampton College will:

- Provide every full time student with a Personal Tutor as a named point of contact during their course
- Ensure each student has a minimum of one 1-1 with their Personal Tutor per term in addition to a minimum of two 1-1s per half term with their subject teachers to set targets
- Track and monitor students' academic progress, by setting and reviewing realistic but challenging SMART targets
- Advise students on personal, social and financial issues which impact on achievement and progression
- Provide student with the opportunity to consider course options, progression routes and careers advice.
- Evaluate the impact of the careers education programme through the tracking and analysis of students' destinations, taking into consideration relevance and appropriateness when considering their starting point.

Tutors are aware of their increasingly important role in the provision of progression advice. Basic provision is included in the Tutorial Scheme of Work. Tutorial is a session of two hours on every full time student's timetable weekly. The session is led by their Personal Tutor who is usually a member of the teaching team for the area. The focus is around achievement and progression to meet career aspirations.

Personal Tutors further assist students by:

- Ensuring that students are aware of College based HE activities and local HE visits as advised within college communications and through the central college Careers Guidance team
- Attending and participating in the annual Careers Skills Show
- Booking students in and encouraging them to attend special careers focused talks such as HE preparation and Student Finance
- In discussion with the guidance team, arranging specialist sessions in addition to those on the Tutorial Scheme of Work ensuring that where possible work experience supports and adds value to the students ultimate career objective