



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

INFORMATION AND GUIDANCE POLICY

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Approved by Principal(s)	Yes
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Key Staff	Assistant Principal Pastoral Care, Dean of Students, Provost, Higher Education Officer, Deans of Academic Programmes, PSHE Coordinators, UCAS Officer
Lead Staff for Review	Assistant Principal Pastoral Care/Dean of Students

Contents

Context of Information and Guidance.....	3
Aim	3
Quality Standards	3
Requests for Academic Transcripts	3
Statement of Careers Entitlement	3
Parents, Guardians and Agents	4
Equal Opportunities.....	4
Resources and Careers Information	4
Quality.....	4
Staff Development	5
Confidentiality	5
Additional Policies and Procedures.....	5

Context of Information and Guidance

CATS College Cambridge/CSVPA is committed to promoting the delivery and development of high quality careers advice that enables students to make informed and effective choices about their future.

Aim

The Higher Education Officer/Deans of Academic Programmes and UCAS officer, Personal Tutors and Programme Directors/Course Leaders are the students' key points of contact for Higher Education and careers advice and guidance. All staff are committed to offering comprehensive and impartial information, advice and guidance (IAG) for current students throughout the duration of their course. We are aware that the College specifically offers pre-university courses and our students come from overseas in order primarily to obtain entry to a UK university. However, we do support and help students to consider alternative futures on those occasions where progression to a university is no longer appropriate, or if they decide on alternative career plans.

Impartial advice and guidance will take place through a variety of means, such as self-assessment tools, counselling interviews, on-line resources on the College intranet, sessions with Programme Directors, career education programmes (to help individuals develop their self-awareness, opportunity awareness, and career management skills), taster programmes (to sample options before choosing them) and career research placements.

Quality Standards

Appointments can be made with staff in the College and Personal Tutors often offer support and guidance as part of the College's provision for personal development provided through the student's personal tutor (PT), as directed by the student's programme director (PD)/Course leader (CL).

Email support is always provided for students while they are in the UK or overseas, and the Higher Education Officer can provide appointments for face to face interviews. Emails will be responded to within 72 hours.

Requests for Academic Transcripts

Requests for academic transcripts must be made in writing and will incur an additional cost. Requests should be made to Student Services in the first instance (studentservices@catscambridge.com or studentservices@csvpa.com , as appropriate). The academic transcript may take up to three weeks to complete.

Statement of Careers Entitlement

All College students are entitled to careers education and university information guidance which adheres to the following principles it is:

- Impartial, client-centred and free from institutional bias
- Accessible, available and visible
- Provided by appropriately qualified, knowledgeable and experienced staff
- Respectful of confidentiality
- Supporting of achievement and enabling of progression

Students completing Pre-Programme and GCSE courses have guidance sessions on the options open to them. These sessions are delivered in an impartial manner about progression onto the College's A Level, or UFP programmes and also alternative career options, taking into account parental wishes. We also support students in applications to other schools if they feel they would like to change schools.

Advice and support are provided by senior staff who will liaise with educational agents overseas, parents, other providers and local provision as needed.

Parents, Guardians and Agents

Students under 18 years of age can request their parents', agents' or guardians' presence at interviews where possible or appropriate and bespoke meetings are always offered to parents if they wish to discuss future career plans for their child.

Parents of students at the College can access information and discuss job opportunities as they relate to their son/daughter, with College staff

Equal Opportunities

All staff will promote career choice based on interests and potential and will challenge stereotyping or discrimination whenever encountered.

Higher Education information and guidance is part of a structured programme of activities, which is a compulsory element of the programme for all students. Higher Education advice is also provided directly at the College by regular visits from universities offering group talks, one to one discussions with students, as well as seminars and workshops.

Resources and Careers Information

Career guidance and supporting students with the UCAS application process are addressed as part of the Personal Development Curriculum. See Personal Development Policy for further details.

Careers resources are also available from the Higher Education Officer.

Resources include university prospectuses, UCAS material, university guidance books and other relevant careers material.

Quality

We are committed to continuous improvement. Regular team meetings are held to monitor performance and evaluate good practice. Quality standards are met, and strengths and weaknesses are addressed.

Staff Development

Staff development is available to staff within the College on a range of careers- related activities, including such topics as “Applying to Universities”, the Universities’ and Colleges’ Admissions Service’s (UCAS) application platform, “APPLY” and “How To Write CVs” and “How to Write UCAS References”. The Teacher and Personal/Senior Tutor Handbooks contain key information to support staff.

Confidentiality

The Higher Education team is committed to respecting the privacy of students, following the College Confidentiality Policy.

Additional Policies and Procedures

The details outlined in this document should be read in conjunction with:

- Personal Development Policy
- DFES/0163/2003 Careers Education and Guidance in England ‘*A National Framework 11-19*’. National IAG Board Code of Principles for Information, Advice and Guidance. *This policy has regard to any advice issued by the Department for Education.*