



CAREERS AND HIGHER EDUCATION GUIDANCE POLICY

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CONTEXT OF INFORMATION AND GUIDANCE

Worthgate School is committed to promoting the delivery and development of high quality education and careers advice that enables students to make informed and effective choices about their future.

AIM

The [Director of Higher Education, Personal Tutors and House Pastoral Directors] 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 for current students throughout the duration of their course. We are aware that the School 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 School intranet, sessions with House Pastoral 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 School and Personal Tutors often offer support and guidance as part of the School's provision for personal development provided through the student's personal tutor (PT), as directed by the student's House Pastoral Director (HPD)/Curriculum Director (CD).

Email support is always provided for students while they are in the UK or overseas, and the Director of Higher Education 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 studentscommunications@worthgateschool.com in the first instance. The academic transcript may take up to three weeks to complete.

STATEMENT OF STUDENT ENTITLEMENT PRINCIPLES

All School 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 School's A Level, IB 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 School can access information and discuss job opportunities as they relate to their son/daughter, with School 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 School 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 Director of Higher Education.

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 is available to staff within the School on a range of careers/higher education related activities, including such topics as “Applying to Universities”, the Universities’ and Schools’ 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 School 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.