

Careers Education and Guidance Policy

Longley Park Sixth Form College is an open access Widening Participation Sixth Form College that recruits many of its students from Excellence in Cities areas and from non traditional higher education backgrounds.

The College's careers team are committed to providing high quality, impartial careers information, advice and guidance for all students. The College works in partnership with Sheffield Futures to ensure that the needs of all students are effectively met. Longley Park Sixth Form College places great emphasis upon the provision of Careers Education and Guidance and recognises the key role this has to play in achieving the College's aims of raising aspirations and widening participation.

Aims and Objectives:

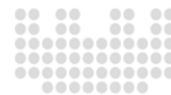
Careers information, advice and guidance at Longley Park Sixth Form College will:

- Be clear, impartial and of a high standard.
- Be available to all students when required.
- Be tailored to suit the requirements of individual students, recognising that each student will have a unique set of needs.
- Assist students in making appropriate, informed decisions about their options for the future, and enable them to develop the skills to become effective career managers.
- Work with parents/carers to ensure that they are fully aware of the options open to students.
- Provide equal access to careers education and guidance to all students, in line with the College's equal opportunities policy.

Menu of Service:

The following opportunities will be made available to all students and where applicable, their parents/carers:

- Information, advice and guidance from qualified Careers Advisers available in the Guidance Centre on a drop-in or appointment basis.
- A guaranteed appointment for students and their parents/carers if required within 3 working days of a request being made.
- A comprehensive programme of Careers Education, written by the Careers team and delivered through the tutorial system.
- A well-stocked careers library, updated on a regular basis, with a range of resources and software available on an open access basis.
- Specialist advice and guidance for students wishing to apply for Medicine, Dentistry, Veterinary Science or Oxbridge.
- Specialist advice about Higher Education opportunities for students on level three vocational courses in Health and Social Care, Early Years, Sport and Public Services available from a dedicated member of the Careers team, funded by the Higher Futures project.



- Support for level one and two students to access appropriate internal and external progression routes.
- Partnership agreements with local Universities (Sheffield Hallam University and University of Sheffield) to ensure the best chance of progression to Higher Education for students.
- Higher Education fairs and events held within College, and trips to external events organised.
- Support for students seeking employment including support with applications and CV writing, and interview techniques advice.
- Ongoing support for students who have left college and are applying for Higher Education or work.

Monitoring and Evaluation

In order to ensure that the menu of service meets the changing needs of students and staff, the careers team will regularly monitor and evaluate the services provided.

Monitoring and Evaluation will take the following format:

- Feedback from students gained through the use of comments cards.
- Feedback from staff on the tutorial materials provided.
- Review of the destinations of students.
- Feedback from parents through questionnaires at College events/parents evenings.

