

ITEM	DESCRIPTION	CONTENT
1	POLICY STATEMENT	<p>The Petty Pool Trust has a commitment to Careers Education Information Advice & Guidance (CEIAG) and also to supporting individuals to achieve and succeed through outstanding teaching and a comprehensive curriculum. The Trust seeks to provide the best quality learning experience possible. At the heart of this policy is a commitment to deliver our Vision and Mission:</p> <p style="text-align: center;">‘Achieving Excellence’</p> <p style="text-align: center;">Petty Pool College aims to provide every learner with an effective and enjoyable educational experience that empowers them to reach their full potential</p> <p>The Petty Pool Trust, believes that providing students access to accurate and impartial Careers, Information Advice and Guidance will assist them to make informed choices during their time at Petty Pool and as they make decisions about their future. We are fully committed to the effective progression and transition of its learners. We recognise that the needs of Petty Pool students are varied and we will seek to constantly develop and improve to provide the most effective support we can.</p> <p>The Petty Pool Trust is committed to create a CIAG experience for the students that reflects our values in that it is</p> <ul style="list-style-type: none"> • Outstanding and delivered in an excellent environment • Designed to inspire and motivate • Personalised to suit the student actively promoting equality of opportunity whilst challenging stereotypes • Planned to guide students on the right courses and to support and stretch • Allows progression onto the next steps • Is integrated into other elements of support the student receives <p>.</p> <p>Definitions</p> <p>Careers education, information advice and guidance at Petty Pool is embedded in all that we do and is a key aspect of all students learning.</p> <p>Information – Information based on opportunities available through different media, including face-to-face contact, written/printed matter, open days, visits and and websites.</p> <p>Advice – this involves</p> <ul style="list-style-type: none"> • helping a student understand and interpret information providing information and answers to questions and clarifying • misunderstandings • understanding their circumstances, abilities and targets • advising on options or how to follow a given course of action • identifying needs – signposting and referring students who may need more in-depth guidance and support.

		<p>Advisory work is usually provided on a one-to-one basis but may also be in groups. Guidance – aims to support students to:</p> <ul style="list-style-type: none"> • better understand themselves and their needs • confront barriers to understanding, learning and progression • resolve issues and conflicts • develop new perspectives and solutions to problems • be able to better manage their lives and achieve their potential. <p>Guidance may also involve advocacy on behalf of some students and referral for specialist guidance and support.</p> <p>The college promotes and supports equality of opportunity and wherever possible will seek to provide information in a format which suits the needs of the individual.</p> <p>The Petty Pool Trust welcomes, and will continue to develop, full and effective consultation with students, tutors, non-teaching staff, volunteers, parents, guardians / carers, local young people’s services (LA), Social Services and other professionals on matters of Progression, Transition and Careers Education and Guidance.</p>
2	PURPOSE	The purpose of this policy is to outline the commitment The Petty Pool Trust has to its students’ development and the associated systems, procedures and documents that have been implemented to support this.
3	SCOPE	<p style="text-align: center;">This policy applies to the following:</p> <ul style="list-style-type: none"> • Prospective Petty Pool College Students • Students who are re-enrolling at Petty Pool College • Students who currently attend the provision and are continuing their course • Final Year Transition Group Students
4	COMMITMENT	<p>The Petty Pool Trust is fully committed to the development, progression and transition of its students and considers this process to be the college’s primary goal. As such, the organisation endeavours to provide its staff with opportunities for continued professional development and effective support which enables them to provide students with the most beneficial individualised experience.</p> <p>We will ensure that all students</p> <ul style="list-style-type: none"> • Gain an understanding of the world of work • Have the opportunity for individual impartial guidance interviews from an independent source • Have the opportunity to access support through one to one meetings and tutorials with a range of key staff • Participate in a range of group based activities which look at the employment and careers <p>The Petty Pool Trust keeps abreast of the current services available locally for people with learning difficulties and /or disabilities and holds and distributes up to date information on these to the relevant learners and their parent / carers.</p>
5	ENTITLEMENT	The Petty Pool Trust is dedicated to the effective progression and support of its

		<p>students. The Trust feels that these processes are most effective when all parties are aware of their entitlement and supported in their involvement. With this in mind three entitlement statements have been produced;</p> <ul style="list-style-type: none"> → Entitlement statement for Petty Pool College students → Entitlement statement for Parents or Carers of Petty Pool College Students → Entitlement Statement for Petty Pool College staff. <p>Student Entitlement</p> <ul style="list-style-type: none"> • You will be treated as an adult and with respect. • We will support you in making the most of your opportunities. • You should feel encouraged to do what is right for you and helped to think about all the different things you can achieve. • We will provide you with experiences and opportunities that will enable you to make independent decisions. • We will support you to access other professionals when you need them. • Staff and other professionals will support you in making your own decisions and plans. • We will help give you confidence to plan what you want to do next. <p>Parent / Carer Entitlement</p> <ul style="list-style-type: none"> • You should feel able to contact appropriate staff for information or advice about learners progression. • Learners will be supported to access specialist support and related professionals when appropriate and possible. • We will promote and practice equal opportunities for all learners at Petty Pool College. • We will provide learners with experiences and opportunities that will enable and encourage them to make independent rational decisions. <p>Petty Pool Staff Entitlement</p> <p><i>Petty Pool College staff are entitled to expect that learners;</i></p> <ul style="list-style-type: none"> • Attend regularly and be on time for lessons, appointments and work experience. • Use the support we give you to make your own rational decisions that make the most of your abilities. • Put your full effort into the opportunities you are offered. • Help yourself as well as expecting us and other professionals to do so. • Carry out actions you have agreed to do, such as; attend work experience, show appropriate behaviour or go to an interview. • Show others the same respect that you expect to receive.
6	PROCESS	<p>On Entry</p> <p>For Pre Entry please refer to Student Recruitment Policy (PPTPOL11) Please also refer to Student Induction, Assessment & Transition Policy (PPTPOL14)</p> <p>Students are entitled to a two week trial at the start of their Petty Pool enrolment. The purpose of this induction period is to support students in making an informed decision on the pathway they wish to follow. During this time they will participate in each available course to assess their interest.</p> <p>At any point during this period or alternatively at its completion, students will be interviewed by the Curriculum Director and permanently profiled into vocational courses.</p> <p>Progressing Students</p> <p>Existing students are interviewed and profiled for the subsequent academic year during the months of May. Students are encouraged as much as possible by staff to consider their progression aims when discussing their pathway choices. The student Individual Learning Plan (ILP) also encourages students to consider</p>

		<p>their progression and long term career goals. Opportunities to explore their ideas are offered through tutorial and dedicated CEIAG cross college activities such as Careers Week & Make a Difference Day.</p> <p>On Exit</p> <p>Students either elect to move on from Petty Pool College or are identified as having reached the end of their government funded time within Further Education. In certain situations, individuals might have been highlighted as no longer making meaningful progression and offered the Transition process in order to secure a more suitable placement in alternative provision.</p> <p>These students are profiled into a 'Leavers Group' for the subsequent academic year, during which they study specific transition issues appropriate to their individual circumstance and receive intensive support and guidance from Petty Pool Staff and appropriate external professionals, such as Local Authority Young Peoples Services.</p> <p>During this dedicated Transition year, the students undertake a course entitled "Preparation for Work" and work towards the following qualifications:</p> <p>City & Guilds Entry Level 2 Extended Certificate in Employability Skills (5546-05) City & Guilds Entry Level 3 Diploma in Employability Skills (5546-06)</p> <p>Achievement of the above is both within the classroom and within the workplace.</p> <p>During Transition, students are supported to identify appropriate progression and transition goals by Petty Pool College. Students also have access to independent advice from youth services in their local area and an impartial service with The Trust co-ordinating opportunities for 1:1 discussion and guidance.</p> <p>The ability of exiting students to make informed, adult decisions about their transition is a priority of the organisation and as such, various activities are arranged for the benefit of the individual student to make this possible.</p> <p>Examples of activities include; group visits to a provision, Outside Speakers invited to address the group on issues / alternative provision and local leisure activities or taster days at educational establishments. Referrals to appropriate services may also be made if felt necessary such as social services</p> <p>All final year students will be given opportunities to undertake work placements sourced and supported via the MORE Project. In some cases, learners may be identified as more suitable to volunteering on group projects as opposed to individual placements.</p> <p>Support from Job coaches will be allocated and subsequently withdrawn at the discretion of the MORE Project manager, dependent upon individual progress and where appropriate, Travel Training will also be implemented.</p> <p>Parents, Carers and other professionals are fully involved in the transition process. This happens in a variety of ways. A minimum of two Transition Review meetings take place during the transition year, attended by the individual, their Parent/ Carers and all relevant professionals. Action plans made in these discussions are followed and updated with all parties involved and informed. This may include filling application forms, supporting at interview, arranging further taster days etc.</p>
7	Responsibilities	<p>Senior Management Team</p> <p>Overall responsibility for the implementation and review of this policy and its procedures rests with The Senior Management Team of PPT.</p>

		<p>The Director of Student Services is responsible for the effective progression and transition of individual students and ensuring that the guidance they receive is tailored specifically to the individual student and working in partnership with all stakeholders to co-ordinate the CEIAG for students on their next steps. The DofSS is also responsible for the guidance and advocacy of students.</p> <p>The Curriculum Director has responsibility for the delivery and coordination of the CEIAG and co-ordinating and advising students to make informed choices as to their area of study whilst at Petty Pool.</p> <p>The WBL Manager is responsible for Vocational/Job Profiling, Placement Matching, Assessment & Monitoring of on-the-job support requirements and Job Coach support, and also for the associated travel training procedures, The WBL manager is also responsible for providing information to students as to the next steps available to them when leaving Petty Pool.</p> <p>Tutors and Learner Mentors are responsible for providing front line support, offering initial IAG and signposting to additional support within the organisation. If students, parents and carers or professionals wish to complain about the guidance or support they have received through Petty Pool staff they are entitled to use the Trust's Complaints Policy (PPTPOL02)</p>
8	EVALUATION & MONITORING	<p>We believe that monitoring and evaluating has a crucial role to play in ensuring that student's needs are being met and in determining the extent to which our CEIAG programme is meeting its aims and objectives.</p> <p>Evaluation of our commitment is an ongoing and cyclical process and all aspects are reviewed and monitored to inform future policy and planning. We will also evaluate against Matrix and Careers quality Mark.</p> <p>Students' views are sought constantly via tutorial, learner forum and the student council as well as an annual student questionnaire and a post MORE project questionnaire. The views of Parents, Carers and Employers are also sought in both of these ways. Through this process they are provided with an avenue to feedback and comment on the CEIAG support they receive.</p> <p>The Provision as a whole is monitored by the Self Assessment process and a Quality Improvement Plan is compiled and reviewed Termly each year.</p>
11	DOCUMENTATION	<ol style="list-style-type: none"> 1. Student Profile Interview Form 2. Individual Learning Plan (Vocational, Get up & go! Functional Skills, Personal Social Development and My Future) 3. Student Survey 4. Parent / Carer Survey 5. Self Assessment Report 6. Meeting Minutes 7. Entitlement Statement for Petty Pool College Learners 8. Entitlement Statement for Parents and Carers of Petty Pool College Learners 9. Entitlement Statement for Petty Pool College Staff 10. Careers Education Information Advice & Guidance Policy (PPTPOL35) 11. Transition Partnership Agreement 12. MORE Project Work Placement Timetable 13. MORE Project Initial Assessment Form 14. MORE Project Travel Training Consent Letter 15. MORE Project Walking Training Assessment Form 16. MORE Project Cycling Training Assessment Form 17. MORE Project Bus Travel Training Assessment Form

		18. MORE Project Train Travel Training Assessment Form 19. MORE Project Taxi Travel Training Assessment Form 20. MORE Project Dial-A-Ride Travel Training Assessment Form 21. MORE Project Post Travel Training Appraisal Form 22. MORE Project Travel Training Trainee Questionnaire 23. MORE Project Parent / Carer / Student Survey 24. MORE Project Employers / Placement Providers Survey
Prepared by: H. Hanslip (C/D) On: 01.02.05	Revised: 31.07.06 (HH / CD) Revised: 30.07.07 (HH / CD) Revised: 31.07.08 (HH / CD) Revised: 01.07.09 (HH / CD) Revised: 26.07.10 (HH / CD)	Revised: 08.07.11 (HH / CD) Revised: 21.07.14 (HH / CD) Revised: Revised: Revised: