

Guidance Policy

August 2010

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.ac.uk

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Guidance Policy

1 Purpose

- 1.1 The purpose of this policy is to outline the College's framework for providing effective and appropriate academic and pastoral guidance to students.

2 Scope

- 2.1 The policy covers guidance activity at all of the College's locations including the main campus and Learning Centres, and with students at both Further and Higher Education levels.

3 Definitions

- 3.1 Pre-Entry – before enrolment.
- 3.2 On-course – during the academic session.
- 3.3 Pre-Exit – activities relevant to the preparation of students to progress on from their current course of study.

4 Key Principles

- 4.1 Perth College UHI is committed to supporting all of its students in achieving their educational and personal goals.
- 4.2 The College will provide a comprehensive information, advice and guidance service for all students and prospective students consistent with the aims of the Student Charter. This service will be reviewed and evaluated on an on-going basis.
- 4.3 The service will consist of the provision of academic guidance by Student Advisers and/or other members of teaching staff, and a range of personal, pastoral and welfare support services offered by the Student Services Team.
- 4.4 Information resources which support guidance provision will be provided within the College in various formats to ensure they are accessible to all students.
- 4.5 Guidance will be available to students learning in locations other than the main campus via e-mail, telephone and in person by arrangement.
- 4.6 All guidance activity will be undertaken in ways which seek to help students become more independent, self-reliant and self-aware.

Pre- entry

- 4.7 Impartial information, advice and guidance will be available within the College via the Student Services Team, to support prospective students at the pre-entry stage in selecting an appropriate educational programme relevant to their interests and career aims.
- 4.8 The Student Services Team will offer prospective students information and advice on student funding arrangements to support individuals in researching the funding that may be available to them, and in considering the financial implications of undertaking a college course.
- 4.9 Information, advice and guidance will be offered to prospective students by the Student Services Team, on relevant support measures that may be available in relation to a disability, learning difficulty or health issue. If appropriate, a Personal Learning Support Plan (PLSP) will be drawn up and agreed, in line with the Extended Learning Support Policy.
- 4.10 Prospective students may be offered a Course Interview as part of the application process and this will provide a further opportunity for applicants to discuss course choice, and consider the appropriateness of a course for them.

On-course

- 4.11 Student Advisers, and/or other members of teaching staff as appropriate, will provide on-going academic guidance support to a specific caseload of students.
- 4.12 Student Advisers will also act as a point of referral to the Student Services Team and other staff within the College to support students in accessing pastoral, learning and other types of specialist support.
- 4.13 Impartial information, advice and guidance will be available within the College which will help to enable all current students to make informed decisions about personal and career goals.
- 4.14 Students undertaking courses at FE level will be provided with structured opportunities in which to engage in Personal Development Planning.
- 4.15 Information and advice on student funding, including Discretionary Funds, budgeting and debt concern, will be available to all students.
- 4.16 The College will offer a range of services in relation to student mental health and emotional well-being which will initiate supported external referral where required.

Pre- Exit

- 4.17 Careers Information, advice and guidance will be available to students to support them in their progression to further study or employment.
- 4.18 Pre-exit guidance will be provided both within course programmes and on a cross-college basis by lecturers, Student Advisers and the Student Services Team. This activity will include input on job-seeking, employability, applying to universities through UCAS and options for further study.
- 4.19 Student Services staff will work in conjunction with colleagues in the SVS Unit to provide appropriate guidance to students progressing from an SVS, to a mainstream course.
- 4.20 Where appropriate, the College will work in partnership with external specialist agencies and institutions to provide students with the most complete and up to date service possible.

5 Responsibilities

- 5.1 The Assistant Principal Curriculum and Planning has overall responsibility for this policy and its associated procedures.
- 5.2 The Customer and Student Services Manager is responsible for the effective and consistent operation of this policy in relation to the guidance activity undertaken by Student Services staff, and for updating the policy.
- 5.3 Curriculum Managers are responsible for the effective and consistent operation of this policy in relation to the guidance activity undertaken by teaching staff and Student Advisers in their respective areas.
- 5.4 The Learning and Teaching Director has specific responsibility for the Student Adviser function in the College and therefore also has a level of responsibility for the guidance activity undertaken by Student Advisers.
- 5.5 The Curriculum Operations Director has overall responsibility for the operation of this policy in relation to school pupils and students in the SVS area.
- 5.6 Quality approval checking of the policy is the responsibility of the Quality Manager, who will also arrange for the policy to be posted on the intranet.

6 Linked Policies/Related Documents

- 6.1 Perth College UHI Student Charter.
- 6.2 Perth College UHI Student Mental Health, Well-being and Counselling Policy and Procedure.
- 6.3 Perth College UHI Discretionary Funds Policy and Procedure.
- 6.4 Perth College UHI Extended Learning Support Policy and Procedure.

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- 6.5 Perth College UHI Employability Strategy.
- 6.6 UHI Personal Development Plan Policy.
- 6.7 UHI Employability Strategy.
- 6.8 Perth College UHI Student Adviser Remit and Procedures.
- 6.9 Perth College UHI Personal Development Planning (PDP) Materials.
- 6.10 Perth College UHI Partnership Agreement with Perth and Kinross Education and Children's Services for the Provision of Vocational Courses.

7 **Relevant Legislation**

- 7.1 Disability Discrimination Act (2005).
- 7.2 Additional Support for Learning Act (2004).
- 7.3 Mental Health Act (2007).
- 7.4 Mental Health (Scotland) Act (2003).
- 7.5 Data Protection Act (1998).
- 7.6 Equality Act (2010).

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