

Student Entitlement to Careers Education, Information, Advice and Guidance



Introduction

Peterborough Regional College aims to provide ALL students with a comprehensive CEIAG programme.

Careers Education gives you the skills, knowledge and understanding to manage your own lifelong learning and career development. Through careers education, information, advice and guidance, you will be able to feel positive about yourselves, improve your motivation, raise your aspirations and take responsibility for your career plans.

In particular you will focus on and be responsible for:

- Understanding yourself and external influences on your behaviour (Self Development)
- Investigating opportunities in learning and work (Career Exploration)
- Making and adjusting plans to manage change and transition (Careers Management)

Additionally you may want to participate in the following events:

- Career Awareness Fair
- Jobsmart activities and workshops
- Apprenticeship Week and related activities
- Employer visits
- University visits and university guest speakers

What the college can provide

Careers guidance is available in many forms at college including:

- Guidance to help you identify your career goals and interests
- Careers information relating to specific industries
- Support for the University application process
- Student finance guidance
- Access to a comprehensive careers library and independent web sites
- Careers and Progression events at Peterborough Regional College (PRC) and University Centre Peterborough (UCP)
- 121 impartial, confidential Careers Guidance
- Work related education including work experience
- Employment opportunities
- Access and referrals to supporting agencies such as the National Careers Service

Impartial career guidance appointments

A guidance interview can last for up to one hour initially, although further sessions may be arranged if necessary. Your discussion with the careers advisor is confidential, in accordance with our confidentiality policy, and referrals to other organisations or individuals will only be made with your consent. If you wish, you may also have a brief written summary of the interview, outlining the action points agreed.

The Careers advisor aims to see all students at the point of enquiry but during busy times, or at students request, appointments can be made.

Who can use the service?

Existing PRC and UCP students regardless of age, prospective students and parents. We also have contacts with a number of external organisations, including other learning providers, and can refer you to them if you decide that college is not for you, or if they can help you better than we can.

Where are we?

The Careers Advisor is based in the Careers Hub at Main Reception and the Work Experience Lead and Work Placement Coordinator are based in The Hub, Room 9, which is at the Student Entrance. The Apprenticeship Centre is in-between the Library and the Wellbeing Centre and Jobsmart Hub is based at South Wing Broadway Court, Peterborough PE1 1RP.

What can you expect from us?

We will

- Provide a friendly, courteous, free service
- Give information, advice and guidance that is impartial and in your best interest.
- Seek to ensure that you are provided with equality of opportunity, treatment and respect
- Contact you as soon as possible in the event of our having to cancel your appointment due to staff illness, and offer you an alternative appointment within 5 working days

What do we expect from you?

If you are unable to attend an appointment please inform us beforehand. We would also ask that

Our quality commitment

The service regularly obtains feedback from its clients and you may be asked to complete a brief questionnaire or respond to a telephone survey. This information is used to help us improve the service we offer.

Our advisors are experienced and hold appropriate qualifications in guidance. Please let us know beforehand if you have any special requirements – we will make every effort to meet them. We hold the Career Mark - a CEIAG award, validated by QiCS, which demonstrates our dedication and understanding of legislation, national standards and best practice in careers.