

Information, Advice and Guidance

The purpose of all careers interactions is to make it possible for students to engage proactively in decisions about their future and their career journey. Well informed decisions about education, training and work options are particularly critical to people realising their potential.

What is careers education? This is the process of educating students to manage their own career decisions, by giving them the tools to understand and implement the progression process. Through group work and face to face interactions the Careers Team (CT) are able to introduce the skills and competences to enable students to make well informed and realistic decisions on their career planning.

Information and Advice: The CT offers information and advice to students through various channels of communication. All members of the team are qualified to at least Level 3 in Information and Advice (and Guidance at L4 or above).

Guidance: High quality, independent careers guidance is crucial in helping students leave college more rounded and ready for the world of work. If a student is unsure about their career path the CT can offer 1:1 career guidance interviews. The Career Development Institute and Matrix Standard suggest that such interactions should only be undertaken by a Student Adviser qualified to Level 4 or above in either IAG or a similar career related qualification.

Location: Student Advisers are based at our two main campuses but also offer drop in services at the Gateway and Fleetwood Nautical campuses.

Bispham campus – in the Careers Zone located on the ground floor of Bispham Hub.

University Centre campus – in the Careers Zone on the ground floor of South Building.

Opening Times (Term Time)

- **Bispham:** Monday to Thursday - 8.45am to 5.00pm.
Friday 9.00am to 4.30pm.
- **University Centre:** Monday to Thursday - 8.45am to 5.00pm.
Friday 9.00am to 4.30pm.

Opening Times (Non Term Time)

- **Bispham:** Monday to Friday – 10:00 am to 3.00pm
- **University Centre:** Monday to Friday - 10:00 am to 3.00pm

If you are unable to access the service during the main opening times, we are happy to offer an evening appointment by arrangement. We also offer an e-Guidance service.

Confidentiality and Record Keeping

Student Advisers will not pass on personal information about a client to anyone outside the organisation subject to the following exceptions:

- Where the student has given written consent to disclose the information
- If an adviser would be liable to civil or criminal court procedure if the information was not disclosed
- Where an adviser believes the client or another person to be in serious danger and poses a safeguarding risk to themselves or others

Referrals

If it is appropriate for the Student Adviser to liaise with or write to a third party (e.g. University Admissions Tutors, Benefits Agency, and Local Education Authority etc.) the student will always be consulted and no action will be taken without their permission.

Accommodating additional needs

We aim to make a student enquiry and/or visit as easy as possible. If a student requires information in a particular format (e.g. on audiotape or in large print), or have accessibility needs we will endeavour to meet those needs.

For more information about the accessibility of sites and buildings including access by local railway stations students can access the DisableGo website.

The direct link is:

<http://www.disabledgo.com/organisations/blackpool-and-the-fylde-college/main-2>

The Careers Team offer

Quick query – drop in service

The CT work from open plan spaces easily accessible by students. Students can drop into any of the centres during open times and make a 'quick query' that can be wide ranging and include:

- Careers information
- CV queries
- Employability queries
- Part-time work opportunities
- UCAS personal statement help
- Student Finance for HE
- Information on studying abroad
- Volunteering opportunities
- Gap year opportunities

Pre-booked 1:1 guidance interview

Student can access a full 1:1 guidance interview with a qualified member of the team. The interview can be booked for between 30-60 minutes dependant on student need.

These can be booked with the CT and appointments will be made within 48 hours of initial contact. The appointment will be input onto the CT outlook calendar and assigned to the relevant member of staff.

Content of the motivational and aspirational interview is a three pronged approach whereby the adviser will discuss in-depth the following three key aspects which link inextricably to employability:

- Exploration – Building a picture of current thinking and situation
- New understanding – Finding solutions, deciding goals
- Action – What to do to achieve goals

One of the three qualified members of staff will undertake the 1:1 interview giving feedback and documenting outcomes on eTrackr and personalised action plans for the student.

1:1 CV/Application form check

From a 'quick query' a student may request help with either their CV or an application form. The student can either ask an adviser to have a quick look 'there and then' or may wish to book a 15-20 minute appointment to go through in more detail.

If there is availability the 15-20 appointment will be offered immediately otherwise this will be offered within 48 hours of the initial request.

Group Sessions

The CT offers a wide range of sessions that can be delivered to a group of students and booked by tutors. The suite of sessions is:

- UCAS Apply sessions
- Interviews Techniques
- Student Finance talks
- Counting the cost
- HE progression sessions
- Researching employers
- CV – What's your USP

CV Clinic and Employability Health Checks

The CT offer a drop-in style CV clinic and employability health check service during specific events throughout the academic year.