

Guidance Policy (Students)



ADAM SMITH COLLEGE
INSPIRING LEARNING

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| Policy Number: | QP1.18 |
| Revision Number: | 0 |
| Date of issue: | June 2005 |
| Status: | Approved |
| Date of approval: | September 2005 |
| Responsibility for policy: | Director of Learner Services |
| Responsibility for implementation: | Directors; Guidance Staff; Curriculum Heads |
| Responsibility for review: | Director of Learner Services |
| Date of last review: | November 2007 |
| Date of last revision: | |
| Date of next review: | April 2011 |



1.0 Policy

The aim of the Policy is to ensure the provision of a Guidance Service for all learners which is impartial, accurate, confidential, friendly and accessible.

Specific Objectives

- ❖ contribute to pre-entry, induction, ongoing and progression guidance
- ❖ to ensure learners are able to access personal, educational and vocational guidance
- ❖ provide and support a progression programme
- ❖ establish contact and network with external agencies
- ❖ evaluate provision with a view to improving performance and quality

Guidance is integrated with the work of the teaching institutes by:

- ❖ Class Lecturers - through a student-centred approach to learning
- ❖ Curriculum Heads - as first line guiders with programme responsibility
- ❖ Department Managers overseeing and ensuring implementation of Policy
- ❖ Members of the Learner Services Team through the provision of personal, educational and vocational guidance and support
- ❖ Support staff through the creation of an environment which is supportive to students
- ❖ Senior Management determining policy and evaluating effectiveness



2.0 Justification

This Policy is needed to ensure that the College is able to provide a supportive environment for all our students. It ensures that the guidelines from the General Teaching Council and those given by HMLe are acknowledged and implemented, so that support is given to students to ensure they are assisted during their course of study and can make informed decisions about their future.

3.0 Link to Strategic Plan

Core values

- ❖ Providing all learners with **the highest quality learning** experience
- ❖ Valuing clients and colleagues and treating others **with respect and integrity**
- ❖ Recognising that **enjoyable learning** is the most effective learning
- ❖ Embracing **diversity** as a cornerstone of our learning community
- ❖ Accepting **accountability** and responsibility for our actions

Strategic Aim 1

We will make a significant, recognised and valued contribution to the personal development of our students.

4.0 Exemptions

The policy relates to staff interactions with students.



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5.0 Related Procedures

- ❖ The accompanying Guidance and Progression Procedure document [QP2.18] details how the guidance policy will be implemented.
- ❖ Curriculum Head Handbook
- ❖ Induction Handbook