**The Tutorial Foundation Careers Guidance Policy**

**Vision**

We aim to deliver impartial guidance through an independent advisor Sarah Bater, during individual tutor time and through lessons in preparation for working life

**Aims**

* To facilitate the transition of students to courses of study, employment and/or training
* To provide relevant and accessible information to all students on the full range of opportunities available to them and to foster an understanding of where such choices may lead
* To enable all students to make reasoned, informed and appropriate career choices
* To encourage an attitude of self-worth including promoting pupils’ spiritual, moral, social and cultural development (including the fostering of British Values).

**Entitlement**

All students will have access to careers advice or guidance. The tutors will treat and respect all students as individuals and have the student’s interests at heart. There will be access to up to date information during school hours. It will be user friendly and unbiased. It will be within an equal opportunities framework.

Students are entitled to know what information has been collected on them, and how this is to be used. However, on some occasions the law requires that certain information is to be passed on. Such circumstances would be fully discussed with the student.

**Recording**

A record of any careers advice given by Sarah is in the student profile folder. A record of any discussion with the personal student is also kept there.

**Applications to college**

Emma Clyde helps the students fill in application forms for college and students are escorted to college open days whenever possible, particularly when the carers are unable to undertake this task.

Policy Sign off and review

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|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 15.9.16 |
| **Reviewed by** | Sarah Bater | 17.11.21 |
| **Next Review By** | Sarah Bater | 17.11.22 |