



WC12 – Students’ Career Development Policy

College Policy	
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Introduction

Westerfield College is committed to providing students with a holistic educational experience that prepares them for success in their chosen careers and beyond. We recognize that career development is a vital aspect of student growth and well-being, and we are dedicated to supporting students in achieving their career aspirations.

Purpose

The purpose of this Students' Career Development Policy is to:

1. Provide a framework for career development opportunities and resources.
2. Support students in exploring their career interests and aspirations.
3. Foster partnerships with employers, alumni, and industry professionals to provide students with career opportunities and mentorship.
4. Ensure that career development opportunities are inclusive, equitable, and accessible to all students.

Scope

This policy applies to all the students of Westerfield College.

Content

Young people spend a relatively short time at Sixth Form College and this is a critical period in their lives. It is therefore essential that they have access to effective, impartial information, advice, and guidance to enable them to develop lifelong career management & employability skills. At Westerfield College, we are proud of the level and support our students are given within their programme areas and also by our career advisers, and learning support assistant.

We regard careers education, information, advice, and guidance (CEIAG) as an integral part of Westerfield students' overall education, under our stated aim to encourage students to develop as fully as possible all their gifts and talents for the sake of others as well as for themselves.

Procedure

1. Every student is an individual and should be treated without prejudice, having entitlement and appropriate access to CEIAG regardless of race, gender, religion, disability, social background, or sexual orientation/status.
2. Each student should understand the full range of options open to them and be helped to develop decision-making, transition, and employability skills. In particular, each student should have some form of contact with the real-life world of work through employer engagement.
3. Each student should have access to impartial, comprehensive, and up-to-date information on careers, apprenticeships, and Higher Education, free from bias or stereotyping.
4. Each student will be provided with guidance at appropriate stages during their time at the College, to ensure that they develop self-awareness and can relate this to the demands of working life and the needs of the economy, both locally, nationally & internationally where appropriate.
5. The services offered by all staff will be promoted to students, parents/guardians, and governors so that all can access appropriate support.
6. All subject areas and careers and progression officers will promote the development of educational initiatives and policies as they relate to CEIAG.
7. Links will be developed and maintained with outside organisations, including universities, employers, motivational speakers, mentors, and apprenticeship providers to help students make realistic and informed decisions about their future.
8. The Principal will continually monitor the quality of Westerfield Careers provision, taking into account the annual evaluation completed by students.

Internship

The internship is a supervised work experience that provides students with practical application of theoretical knowledge and skills.

Eligibility and Requirements

Eligibility: Students must meet the following requirements to participate in an internship programme:

- Be currently enrolled at Westerfield College.
- Have completed two semesters.
- Have a minimum GPA of 3.5.

Internship Programme Structure

Internship Duration: It must last for six weeks.

Work Schedule: Students are expected to work for 6 hours per week at the internship site.

Employers' Responsibilities

1. Supervision: Employers are to provide adequate supervision and guidance to student interns.
2. Work Environment: Employers are to provide a safe and supportive work environment for student interns.
3. Evaluation: Employers are to evaluate student interns' performance and provide feedback to the college internship officer.

Responsibilities of the College Internship Officers

1. Internship Approval: The officers must approve internship sites and learning contracts.
2. Student Monitoring: The officers must regularly monitor students' internship progress and provide guidance and support as needed.
3. Evaluation: The officers must evaluate students' internship performance and provide feedback to the student and the college.

Students' Responsibilities

1. Internship Search: Students are responsible for finding and securing an internship opportunity.
2. Learning Contract: Students must develop a learning contract outlining internship goals and objectives.
3. Academic Work: Students must complete all required academic work, including logbook and defense.

Evaluation and Assessment

Students' Evaluation: Students' intern performance will be assessed based on academic work and employers' feedback.

Confidentiality and Intellectual Property

1. Confidentiality: Students must maintain confidentiality and protect employer proprietary information.
2. Intellectual Property: Students must respect employer intellectual property rights and not use employer materials without permission.

Safety and Liability

1. Safety: Students must follow employer safety protocols and procedures.
2. Liability: Westerfield College is not liable for student injuries or damages incurred during the internship.

Grievance Procedure

1. Grievance: Students with a grievance related to the internship must submit a written complaint to the school through the College Internship Officers.
2. Grievance Resolution: The College will investigate and attempt to resolve the grievance.

Policy Review

This policy will be reviewed every two years by the Academic Unit unless changes necessitate an earlier review.

Version History

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2	30th November, 2024	2				