



## Student Advice, Personal Development Planning and Guidance Policy

Date of most recent review:	August 2016
Date of Next Review:	June 2019
Responsibility:	Student Advice Manager

## **1. Scope**

This policy is designed to ensure the provision of support for all full-time Further Education students in order to assist them to benefit from their time as students of the College. Within Moray College our aim is to provide students with a learning experience which allows them to gain insight into their abilities, interests and preferred learning styles. Student support includes academic progress, career planning, employability, citizenship, personal guidance and personal development planning (PDP).

Higher Education students may also have access to this support and can also access the UHI's support services.

## **2. Objectives**

To give all prospective students and current students the necessary support while putting them at the centre of all decision-making. Our support is designed as an enabling process which puts individuals first and encourages them to develop their skills and knowledge throughout their time at College. Our support should also enable students to play an active role as partners in the design and delivery of the curriculum through engagement with staff and other students.

This policy provides clarification of the roles and expectations of the College staff.

## **3. Responsibilities**

The Student Advice Manager is responsible for overseeing the implementation of this policy and for keeping the policy under review. This includes assessing policy and procedures in relation to equal opportunity issues, specifically gender, race, disability, age, sexual orientation and religion of beliefs.

Directors will ensure that the quality of the Student Advice and PDP which is provided within the Directorates is monitored, evaluated and reviewed.

The Student Advice Manager and Student Guidance Advisor shall ensure the provision of personal and welfare support including counselling referrals as appropriate.

The Associate Director: School/College Curriculum will ensure that any pertinent information regarding pupils progressing from school to College will be made available to the relevant Student Advisor.

## **4. Key Aspects of Student Advice, Guidance and PDP**

- 4.1 Facilitating pre-entry, ongoing and pre-exit guidance via Student Services, where staff can assist potential and enrolled full students in making informed choices.
- 4.2 Inducting new students into college life in compliance with the Student Induction Policy.
- 4.3 For part time, distance learning and late start students, the Student Advisor will be responsible for providing course related information, with all other information relevant to induction supported by Guidance staff.

The Student Advisor shall make an appointment on behalf of the student with the Guidance staff to complete the student induction.

- 4.4 Students from a care background or who are still in care along with carers, shall be encouraged to disclose if not already done so and access the extra support available via Student Services.
- 4.5 Explaining the general requirements which the College expects of students.
- 4.6 Advising and supporting on academic matters, including performance, attendance and punctuality. Guidance staff shall provide support and counselling on personal, financial, curricular and vocational matters.
- 4.7 Acting as the first point of contact for students with problems and, wherever appropriate, to refer such students to the relevant service within Student Services or the appropriate Student Advisor.
- 4.8 All personal information relating to students will be treated in accordance with the Student Confidentiality Policy.

## **5. Allocation of Student Advisors**

- 5.1 All groups of students on full time and part time courses will be allocated a Student Advisor.
- 5.2 Assistant Directors are responsible for ensuring that Student Advisors are allocated to student groups.
- 5.3 In the event that either a student or his/her Student Advisor should consider it preferable for the student to be allocated a different Student Advisor, this matter should be referred to the relevant Assistant Director.

5.4 Any non-academic queries should be directed to Student Services.

## **6 Role of Student Advisor**

### **6.1 During Induction**

For further details please refer to the Student Induction Policy.

### **6.2 During the Course**

- To encourage and promote class representation and advise the Student Advice Manager of the Class Representatives' names by the end of September.
- To encourage the use of electronic materials such as Facebook and Twitter where appropriate. To encourage students to access and utilise College email accounts on a regular basis.
- To actively promote the various channels by which a students can communicate with the College, including:
  - a) Within course with lecturing staff.
  - b) With the HISA Depute Presidents
  - c) During Student Advice sessions
  - d) Class representation at Course Committees
  - e) Cross College Focus groups
- To meet students on an individual basis at least once per semester during timetabled sessions.
- To review student's academic progress and to make themselves available at other times in order that students have access to them throughout the session.
- To monitor students' attendance patterns and performance with a view to identifying those who may be considering leaving their course early, referring to the Guidance team as appropriate.
- To prepare for and attend any relevant progress meeting or Course Assessment and Progression Board.

- To provide advice to students in respect of Course Assessment and Progression Board decisions and the assessment appeals procedure if this should be sought by a student.
- To promote the importance of Personal Development Planning including citizenship and employability.
- To assist relevant students in the production and maintenance of their Personal Development Plan, including the monitoring of the development of essential skills.
- To ensure required learning support provision is planned.
- To be aware of any students who are from a care background or are a carer highlighting the support available.
- To monitor the effectiveness of extended learning support arrangements for relevant students, including special assessment arrangements.
- To encourage students to utilise the specialist services on offer in respect of dealing with financial and any other personal difficulties and liaise with Guidance staff on behalf of such students as appropriate.
- To provide pre-exit support to students and/or to refer students to Guidance staff for help in this regard.

### 6.3 After the Course

To respond to requests for reference as necessary. References should only be provided for students who have left the college no more than one year previously.

## **7. Implementation of Personal Development Planning (PDP)**

It is essential that a Personal Development Plan (PDP) exists for all students. This Personal Development Plan should contain records of meetings held involving the student and their Student Advisor. The PDP should contain any information about the student that may have a bearing on their performance during their time at College and which may play an important part in the deliberations of a Course Assessment and Progression Board, e.g. letters sent

to the student regarding their attendance and/or conduct or internal memos written by lecturers pertaining to the student.

## **8. Counselling Service**

A professional counselling service, offered by a fully qualified counsellor, is available to students by referral through Student Services.

## **Appendix 1: Related Policies**

Student Induction Policy

Student Confidentiality Policy

Student Disclosure Policy

Student Bullying and Harassment Policy

Student Support and Protection Policy