



University of the
Highlands and Islands
West Highland College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste na Gàidhealtachd an Iar



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Highlands and Islands
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agus nan Eilean

West Highland College, University of the Highlands and Islands

Further Education Guidance Policy

POL

Lead Officer (Post):	Head of Student Support
Responsible Department:	Student Services
Responsible Committee:	West Highland College UHI Board of Management
Date policy approved:	24/06/2020
Date policy last reviewed and updated:	New policy for 2020/21 academic year
Date policy due for review:	Spring 2023
Date of Equality Impact Assessment:	01/02/2020
Date of Privacy Impact Assessment:	n/a

Accessible versions of this policy are available upon request. Please contact the Governance and Policy Officer on 01463 279000.

Policy Summary

Overview	The policy is required to assist further education students and staff understand student entitlement to guidance during courses.
Purpose	The policy explains the terminology around guidance, the key areas addressed in the guidance entitlement and the roles and responsibilities of students and staff with regards to guidance.
Scope	The policy applies to all further education students (see Sections 4 and 5 for further details).
Consultation	The policy has been developed by a policy ownership group made of practitioners from academic partners delivering further education.
Implementation and Monitoring	West Highland College UHI's College Management Group are responsible for supporting staff responsible for delivering guidance and their managers to implement this policy. Monitoring will be carried out at a local level by West Highland College and at a regional level by the Single Policy Environment Project and Quality staff.
Risk Implications	This policy reduces risk for students, staff and academic partners by clarifying the guidance entitlement which students can expect.
Link with Strategy	This policy is linked to individual Access and Inclusion strategies and the Regional Outcome Agreement.
Impact Assessment	Equality Impact Assessment: Completed February 2020, no further action.
	Privacy Impact Assessment: n/a

1. Policy Statement

- 1.1. This policy, together with the associated Guidance Entitlement, represents a guidance framework for further education students.
- 1.2. Our aim is to provide a learning experience that allows students to gain insight into their abilities, interests and preferred learning styles through the provision of effective and appropriate academic and pastoral guidance.

2. Definitions

- 2.1. **Guidance:** West Highland College UHI's Guidance provision focusses on four key areas - personal development, academic feedback, progression (including careers advice) and pastoral care.
- 2.2. **Guidance Entitlement:** This document sets out the standard of guidance that students can expect from West Highland College UHI from pre-entry to completing their course of study.
- 2.3. **Pre-entry:** The time before a student enrolls on a course, including preparing for an interview for access to the course.
- 2.4. **Start of programme:** The period of time when a student begins their course, including activities such as enrolment and induction.
- 2.5. **During programme:** The period of time during the academic session.
- 2.6. **Pre-exit:** Activities relevant to the preparation of students to progress on from their current course of study.

3. Purpose

- 3.1. West Highland College UHI is committed to supporting all our students in achieving their educational and personal goals by providing a comprehensive guidance service.
- 3.2. We will provide holistic support to students by taking a joined-up approach to how a student is supported, utilising where necessary the full range of guidance options with information that is clear, accurate, relevant and up-to-date.
- 3.3. All students have an individual and personal starting point in their development. In order to help students progress from this starting point we will work in partnership with them. The policy and Guidance Entitlement are intended to empower students and enable them to be active participants in the guidance process.
- 3.4. Our guidance provision focuses on four key areas:
 - 3.4.1. **Personal development:** Developing the self-confidence and interpersonal skills of our students and enable them to make decisions and choices within a lifelong learning process
 - 3.4.2. **Academic feedback:** Motivating our students towards completion and success, developing their learning skills and essential skills for progression
 - 3.4.3. **Progression (including careers advice):** Providing information to our students to help them progress onto a new course of study or into employment.
 - 3.4.4. **Pastoral care:** Supporting the wellbeing of our students. This includes signposting and referring to relevant specialist services.

- 3.5 Distance learning students will be able to access guidance and support via telephone, email, videoconference and online, including websites and virtual learning environments.
- 3.6 We will work in partnership with external agencies. This includes organising sessions aimed at students, securing training for our staff from appropriate providers, and referring students to expert and specialist help where appropriate.
- 3.7 We will use feedback from students and staff to develop our guidance provision and carry out regular reviews to ensure we continue to improve our service.

4. Scope

- 4.1 This policy applies to students enrolled on courses normally up to and including SCQF Level 6 (see Section 4.2 for variations to this criteria).
- 4.2 There are a small number of Scottish Vocational Qualification (SVQ) courses at SCQF Level 7 that are considered as Further Education courses for the purposes of the university partnership. This policy applies to these students.

5. Exceptions

- 5.1 This policy does not apply to Higher Education students, e.g. normally those students studying courses at SCQF Level 7 and above (see Section 4.2 for variations to this). Higher Education students should refer to their local student support service.

6. Notification

- 6.1 Students should be made aware of this policy and the Guidance Entitlement during their induction. The policy and Guidance Entitlement will be made available online.
- 6.2 Staff responsible for providing guidance should be familiar with the policy and Guidance Entitlement, and will be made aware of changes by their line managers.
- 6.3 Line managers of staff responsible for providing guidance should be familiar with the policy and Guidance Entitlement, and will be informed of changes by their senior management team.
- 6.4 Senior management teams should be aware of the policy and Guidance Entitlement, and will be informed of changes in senior management team meetings.

7. Roles and Responsibilities

- 7.1 Students should be prepared to engage fully with staff in order to maximise the benefit of their guidance entitlement.
- 7.2 Staff delivering guidance (Guidance Tutors supported by Student Services) – promoting guidance entitlement to students, delivering guidance entitlement, identifying issues with delivery and escalating, and referring to specialist services.
- 7.3 Managers are responsible for implementing the policy operationally, supporting staff delivering guidance, responding to escalated concerns, reporting successes and challenges to West Highland College UHI's College Management Group.
- 7.4 West Highland College UHI's College Management Group are responsible for supporting managers to implement the policy, operational oversight of the policy and reporting to the Board of Management on the policy.
- 7.5 West Highland College UHI's Board of Management are responsible for approving the policy and strategic oversight of it.

- 7.6 The Further Education Guidance Policy Ownership Group are responsible for reviewing the policy and Guidance Entitlement.

8. Legislative Framework

[Adult Support and Protection \(Scotland\) Act 2007](#)

[Scotland's Career Strategy 2020](#)

[Children and Young People \(Scotland\) Act 2014](#)

[Data Protection Act 2018](#)

[Education \(Scotland\) Act 2016](#)

[Equality Act 2010](#)

[General Data Protection Regulation 2018](#)

[Human Rights Act 1998](#)

[Mental Health \(Scotland\) Act 2015](#)

[Protection of Children \(Scotland\) Act 2003](#)

[Protection of Vulnerable Groups \(Scotland\) Act 2007](#)

9. Related Policies, Procedures, Guidelines and Other Resources

[Admissions Policy](#)

[Equality, Diversity and Inclusivity Policy](#)

[Fitness to Study Procedure](#)

[Learner Support Policy](#)

[Mental Health Strategy](#)

[Promoting a Positive Learning Environment Policy](#)

[Safeguarding Policy](#)

[Student Carer Policy](#)

[Student Code of Conduct](#)

10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0			New policy	FE Guidance Policy Ownership Group
1				
2				
3				
4				