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Document Number	055	Document Revision	C	Date Issued 19.09.2019

**SECTION A : GENERAL INFORMATION**

1	Document category	QA Procedure		
2	List of document approvers	COI		
3	Minimum list of document users to be notified upon release of document update	Principal and CEO, Deputy Principals, Chief Officer International Affairs, Directors , Deputy Directors, Librarian, PR and Communications Manager, COI Board Secretary		
4	Document change history			
	B	DCN #	Date released	Change originator
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		31/2019	19.09.2019	Albert Agius
		<b>Change history (Section/change details)</b>		
		Updated Instructions for document users. Updated References to : – Foundation/Technical/ University College →MQF Levels 1-7, – Heads of College → DP VET, – DDPM →Deputy Director. Updated list view in paragraph 5.1; 2.7		

**Instructions for document users with access to College website**

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website [www.mcast.edu.mt](http://www.mcast.edu.mt).

Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

**MESSAGE FOR CONTINUOUS IMPROVEMENT**

Procedures are meant to be 'living' documents that need to be followed and maintained. If the procedure does not reflect the current, correct work practice, therefore, it needs to be updated. Contact your Document Controller **today!**

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## Preamble

Career guidance service is to compliment the MCAST Mission Statement:

*To provide universally accessible vocational and professional education and training with an international dimension, responsive to the needs of the individual and the economy.*

This policy takes into consideration a number of recent challenges in the labour market partly due to Malta joining the E.U., globalization and the advancement of technology. There has been an increase in educational and training opportunities both locally and abroad, with the result of a substantial amount of competitiveness for the individual.

Career Guidance is a process across the curriculum that involves the aid to individuals, in meeting the challenges of the social and economic changes taking place. Career Guidance and Vocational Counselling will help individuals to develop the skills of decision making, opportunity awareness, transition learning, self-awareness and self-confidence. This developmental programme is also supported by the syllabi at all levels to enhance the students' job-seeking and employability skills. The approach will be one that promotes inclusion throughout the different target groups.

## 1. Entitlement

2.1 The Guidance and Vocational Counselling Service is available to all students at MCAST. It is also offered to prospective students.

2.2 MCAST strives to be an equal opportunities college. Students have the right to expect to be treated as unique individuals who choose to develop at their own pace, irrelevant of their age, race, creed, gender, sexual orientation, social class, ability, or any other form of diversity.

2.3 Students are entitled to a high quality Guidance and Vocational Counselling service throughout their course of study at MCAST, which:

- Is client-focused and action-oriented
- Is delivered by an appropriately qualified counsellor /careers' advisor
- Assists them through the process of:
  - i. Assessing their career development needs at various points in their lives;
  - ii. Understanding the process of effective choice of a career;
  - iii. Clarifying their objectives for the future;
  - iv. Taking appropriate action to implement these objectives.

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- Abides by the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP)
- Is in line with the Career Guidance Policy for Schools, Report October 2007

### 3. Professional Practice

- 3.1 All career advisors/vocational counsellors will be professionally trained and be committed to maintaining their competence through on-going professional development.
- 3.2 Vocational Counsellors will have regular supervision with a qualified supervisor.

### 4. Confidentiality

- 4.1 Confidentiality will be respected and explained to all students.
- 4.2 Vocational Counselling sessions are confidential to the student. Unless the vocational counsellor has the student's prior consent, he/she will not pass on to a third party any information regarding a student's attendance or other issues.
- 4.3 In exceptional circumstances, the vocational counsellor may take the decision to break confidentiality with or without the student's consent if necessary, where in her/his professional judgment:
  - There is a risk of the student harming themselves or being harmed;
  - There is a risk of another person being harmed;
  - There is a risk of a serious crime being committed.

In such circumstances the vocational counsellor will always seek to obtain the student's consent prior to disclosure.

- 4.4 It is ethically and legally unwise to promise 'total' or 'absolute' confidentiality.

### 5. Service delivery

- 5.1 The Guidance and Vocational Counselling Service offers the following interventions:
  - i. One-to-one vocational counselling;
  - ii. Planning and facilitating career activities through career decision-making testing, group-work, workshops and seminars;
  - iii. Support students whilst on work placements; job shadowing and apprenticeship schemes;

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- iv. Accompany students on job orientation visits; Talks from personnel from the industry; Career Days/Weeks;
- v. Liaising with all Institutes through an appointed representative; Registrar's Office; Stipends' Office; Communications Office; and Information Centre;
- vi. Recommend a Careers Library Section;
- vii. Work in collaboration with ETC; Education Division; ITS; University of Malta;
- viii. Support career advisors/counsellors in feeder schools through the provision of information material and resources on MCAST courses;
- ix. Participate in career activities organised by feeder schools;
- x. Host prospective students on orientation visits at MCAST campuses.

## 6. Promotion of Guidance and Vocational Counselling Service

6.1 The Guidance and Vocational Counselling Service will be promoted through:

- Information talks to prospective students and their parents
- Induction talks
- Careers Advisor/Vocational Counsellor's personal introduction in the different Institutes
- Publicity material
- Posters
- Media Collaboration with the Education Division/Guidance Unit and feeder schools

6.2 The vocational counsellor will contribute to staff development programmes.

6.3 Administrative and lecturing staff will discuss and refer students.

## 7. Supporting policies and procedures

7.1 The following documents will be a point of reference for Careers Guidance Officers in the exercise of their duty:

- The MCAST Strategic Plan
- BACP Ethical Framework
- Career Guidance Policy for Schools - Report October 2007

## 8. Monitoring and Evaluation

8.1 The Guidance and Vocational Counseling Service is evaluated annually as part of the college's self-assessment process. Statistical data on levels of activity is collated.