



Document Title	CAREER GUIDANCE POLICY AND PROCEDURE			Page 1 of 5
Document Number	055	Document Revision	D	Date Issued
				27/01/21

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 & CEO, Deputy Principals, Directors, Deputy Directors		
4	Document change history			
	D	DCN #	Date released	Change originator
		11/2021	27.01.2021	Outreach and Student Affairs
		Change history (Section/change details)		
		Minor Updates in procedure including glossary of terms Updated minimum distribution list		
	C	DCN #	Date released	Change originator
		31/2019	19.09.2019	Albert Agius
		Change history (Section/change details)		
		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; 2.3		

PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT**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. 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

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 today !



Document Title	CAREER GUIDANCE POLICY AND PROCEDURE			Page 2 of 5	
Document Number	055	Document Revision	D	Date Issued	27/01/21

Glossary of terms

- **Career Adviser:** This term refers to a professional engaged for the provision of career development services. The term refers to professionals who regard career guidance as their main professional activity. Career Advisers possess a post-graduate qualification in the field of career guidance to enable them to execute their profession within their organization.
- **Career guidance practitioner:** This term includes practitioners who deliver career guidance and other services as their main professional activity. Career guidance practitioners do not necessarily possess a post-graduate qualification in the field of career guidance. However their experience helps them carry out career guidance and information services within their organization.



Document Title	CAREER GUIDANCE POLICY AND PROCEDURE			Page 3 of 5	
Document Number	055	Document Revision	D	Date Issued	27/01/21

1. 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 Malta's ever evolving labour market. In the last decade Malta has witnessed a rapid increase in educational and training opportunities both locally and abroad, with the result of a substantial amount of employment and educational prospects .

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 empowers individuals to develop skills in decision making, opportunity awareness, dealing with transitions, 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.

2. Entitlement

2.1 The Career Guidance Service is available to all students at MCAST. It is also offered to prospective applicants.

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, ethnicity, creed, gender, sexual identity, social class, and ability or any other form of diversity.

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

- Is client-focused and action-oriented
- Is delivered by an appropriately qualified career adviser and/ or career practitioner.
 - Assists them through the process of:
 - Assessing their career development needs at various points in their lives
 - Understanding the process of an effective choice of a career
 - Clarifying their objectives for the future
 - Taking appropriate action to implement these objectives
- Abides by the Ethical Framework which regulates the career advisory profession.
- Is in line with the Career Guidance Policy for Schools, Report October 2007



Document Title	CAREER GUIDANCE POLICY AND PROCEDURE			Page 4 of 5	
Document Number	055	Document Revision	D	Date Issued	27/01/21

2.4 Students and prospective applicants are entitled to be referred by academic and administrative staff to the Outreach and Student Affairs for career guidance.

3. Professional Practice

3.1 All career advisers will be professionally trained and be committed to maintaining their competence through on-going professional development.

3.2 Kindred practitioners working within the Outreach and Student Affairs Department will be trained and committed to maintaining their competence through on-going professional development.

4. Confidentiality

4.1 Confidentiality will be respected and explained to all students.

4.2 Career Advisers must respect the privacy of individuals, disclosing confidential information only with informed consent, except where there is clear evidence of serious risk to the client or welfare of others.

They must inform clients of the limits of confidentiality and data sharing at the outset.

The data will keep in line with the latest General Data Protection Regulations.

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

5. Service delivery

5.1 The Career Guidance Service offers the following interventions:

- One to one career sessions
- Career activities through group-work, workshops, seminars and assessment schemes.
- Assistance in preparing students for their work placements and apprenticeships through the organization of employment related activities.
- Facilitation of talks from personnel from the industry.
- Participation in Career Days/Weeks.

5.2 Liaising with all MCAST Institutes and other departments, including Registrar's; Stipends'; Apprenticeships, MG2I and, Communications.

5.3 Work in collaboration with Jobs Plus; MEDE; ITS; NCFHE; University of Malta and other relevant institutions.



Document Title	CAREER GUIDANCE POLICY AND PROCEDURE			Page 5 of 5	
Document Number	055	Document Revision	D	Date Issued	27/01/21

5.4 Support Guidance practitioners in feeder schools through the provision of information material and resources on MCAST courses.

5.5 Participate in career activities organised by feeder schools and other institutions.

5.6 Host prospective students on orientation visits on MCAST campuses.

6. Promotion of a Career Guidance Service

6.1 The Career Guidance Service will be promoted through:

- Effective use of Online Social Media and other means.
- Information talks to prospective students and their parents
- Induction talks.
- Collaboration with MEDE, / the National School Support Services and all feeder schools.

7. Supporting policies and procedures

The following documents will be a point of reference for Career Advisers in the exercise of their duty:

- The latest MCAST Strategic Plan.
- Any other related policies and documents enacted from time to time by MCAST.