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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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The college will arrange for a small number of universities (approx. 12 -15) to visit the college in October / November of each new academic year. This is to give all foundation and 2nd Year A Level students the benefit of talking directly to the universities before having to make their final choices. 1st Year A Level students are also able to attend to start the information process.

The Career Education, Information, Advice and Guidance Coordinator (CEIAGC) will liaise with appropriate universities during the summer to organise a date for the universities to visit the college.

All students will be advised of which universities are to attend and the subjects of their presentations so that students planning to attend can plan their day.

The CEIAGC will liaise with the universities to find out their presentation topics so that there is no repetition of content.

It will be the responsibility of the Principal to find teachers to attend the university day to assist the CEIAGC as and when required.

A register of attending students will be kept throughout the day.

On completion of the university day the CEIAGC will obtain feedback from staff and students and send an email thanking the universities concerned and obtaining their feedback. The CEIAGC will send a report summarising feedback and any issues to the SMT.

It is hoped that this process will assist the college in building closer links and partnerships with universities.

It is the responsibility of the CEIAGC to ensure that the room is made ready for the university visits and any room changes and/ or lesson cancellations are passed on to staff in a timely manner.

**Next review: 1st August 2020**