

Students with Caring Responsibilities

Planning for change tool

This action planning tool is designed to help you to assess how effective your college is in ensuring that students with caring responsibilities are encouraged to come to college, successfully complete their course and move on to employment or higher education. Use the 'Action' column to put together a college action plan in order to build on your existing provision.

1. Do you encourage and welcome students with caring responsibilities to come to college?	Yes	No	Action	Responsibility and Date for Completion
Does the College have information for carers in the following places?				
Student diary/information				
VLE				
Posters				
Advice centres				
Plasma screens				
Social network sites				
Twitter				
Adverts				
Career events				
Open days				
Does your information to staff and the public include positive examples of student studying and dealing with caring responsibilities?				

College Development Network is the trading name of the Scottish Further Education Unit

Tel: 01786 892000 **E-mail:** info@collegedevelopmentnetwork.ac.uk **Web:** www.collegedevelopmentnetwork.ac.uk

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2. Are staff, including specialist student services staff, trained to understand the issues and barriers faced by students with caring responsibilities	Yes	No	Action	Responsibility and date for completion
Do the College have specialist staff that have undertaken training and know how caring responsibilities can impact on the health, wellbeing and ability to study, of carers?				
Are these staff available to students throughout their time at college, including pre entry?				
Do these staff have close links with external agencies that support people with caring responsibilities?				
Has the College undertaken staff development with both support and teaching staff in order to help them recognise the issues a student with caring responsibilities may face whilst studying at college?				
Are teaching staff aware that a student's challenging behaviour in the classroom may be the result of difficulties they are facing in their role as a carer?				
Do all staff have access to information that will help them recognise the issues a carer may have whilst studying at college?				
Are staff aware that Protection Guidelines may apply if a young student or vulnerable adult appears to have been placed in an inappropriate caring role?				
Are staff aware that some carers are protected by the Equality Act from being discriminated against or harassed because of their caring responsibilities?				

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3. Getting started Pre-entry, Application and Interview	Yes	No	Action	Responsibility and date for completion
Does the College's application form ask if applicants have caring responsibilities?				
Does a positive response to this question lead to action by the College? If so, how do you make contact with the student: <ul style="list-style-type: none"> • telephone • letter/email • other 				
Do external organisations, including schools, make the College aware of any student coming to college whose caring responsibilities may impact on their studies?				
Does the College provide flexible curriculum options for students unable to study fulltime?				
Does the College have staff who can advise students with caring responsibilities on the financial implications of coming to College?				
Does the College have staff who, if necessary, can advocate on behalf of students with organisations like the Department for Work and Pensions?				
Does the College have a prompt question about caring responsibilities on your interview checklist? Have staff with responsibility for interviewing undertaken staff development in how to respond constructively to a positive reply.?				

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4. Induction and ongoing support	Yes	No	Action	Responsibility and date for completion
Does the College's induction process include clear information about the support the College is able to provide to students with caring responsibilities?				
Does the college offer on-going support to students with caring responsibilities?				
Do learning resources promote a positive image of carers?				
Does the College's Student Association support or provide information for students with caring responsibilities?				
Is consideration given to the issues faced by students with caring responsibilities when organising placements and work experience?				
Does the College have robust procedures for dealing with issues around bullying?				
Does the College engage with students with caring responsibilities in order to improve provision?				
Is consideration taken of the issues faced by students with caring responsibilities when scheduling student representation and extra-curricular activities?				

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5. Exit guidance	Yes	No	Action	Responsibility and date for completion
Are careers and guidance staff aware of the issues faced by students with caring responsibilities in seeking employment and/or moving on to higher education?				
Do careers and guidance staff work specifically with students with caring responsibilities to prepare them for interviews ?				
Monitoring				
Does the College gather statistics that record the number of students in the college with caring responsibilities?				
Are you able to monitor the progress of students with caring responsibilities?				
Planning, policies and impact assessment				
Do strategic plans and policies specifically show a commitment to students with caring responsibilities?				
Do impact assessment forms specifically mention				

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