

Approved by: Academic Policy Committee June 2009

University Policy on Careers Education, Information, Advice and Guidance

Policy on Careers Education, Information, Advice & Guidance

1. The University's commitment

Since its origin, the University of Strathclyde has fulfilled its founder's pledge that it should be "a place of useful learning". More than two centuries later, the University continues to help students to develop a combination of knowledge, skills and understandings which enable individuals to succeed in their careers and to contribute effectively to the national and international economies and to society more broadly. To this end, academic departments and other Services within the University combine complementary expertise with the Careers Service in delivering Careers Education, Information, Advice and Guidance as an integral element of the institution's pre-entry, learning and teaching and graduate provision. It follows that the policy on Careers Education, Information, Advice and Guidance describes partnership working and resides within the University's Learning Teaching and Assessment Strategy.

Academic departments foster professional knowledge and practical competence and contribute to the development of the graduate attributes which equip students to meet employers' needs and to manage their own careers as employees or entrepreneurs. In many departments this includes engaging employers and professional practitioners in the design, delivery and assessment of the curriculum.

The **Careers Service** is the institution's lead provider of Careers Education, Information, Advice and Guidance. It contributes to the University's commitment to students through its own mission, which is "to enhance students' and graduates' employment prospects". (The full mission statement is available on the Careers Service website: www.strath.ac.uk/careers/missionstatement)

Alongside this provision by the University, **students and graduates** have a responsibility to enhance their employability by availing themselves of the opportunities and support provided by academic departments, the Careers Service and other Services including the Students' Association.

2. Eligible Students and Graduates

The following groups are eligible to access Careers Service facilities and are therefore stakeholders in the institution's CEIAG policy:

- Currently registered full-time, part-time and distance learning students on degree and postgraduate diploma (or equivalent) courses.
- Currently registered students on the above courses which are jointly awarded by Strathclyde and a partner institution, in cases where Strathclyde is the "administering institution".
- Students temporarily suspended from the above courses.
- Students who discontinue from the above courses in the period immediately after leaving their studies at Strathclyde.
- Graduates of the University of Strathclyde.

3. Student CEIAG entitlement

In seeking to use their degrees to form successful and rewarding careers that in turn reflect well on the University of Strathclyde, students are entitled to a high quality academic education and student experience which give them the knowledge, skills and understanding to access a wide range of occupations and, where appropriate, satisfy the entry requirements of relevant professional bodies. An important element within the university years is the provision of

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professional Careers Education, Information, Advice and Guidance delivered by qualified, experienced staff, appropriate to the needs of courses of study and individuals. The close relationship between academic study, employability and career should be an integral element in student Personal Development Planning and a clear aim should be that the attributes of a University of Strathclyde graduate are amongst the most desirable to employers. In this way CEIAG is a process that incorporates and delivers employability at institution, faculty, department, course and individual levels.

This CEIAG entitlement should be engaged in by students and delivered by the institution, faculties and departments, SCLS, the IGO and the Employability Co-ordinator working in partnership with the Careers Service. For ease of presentation the roles undertaken by each partner in delivering CEIAG activities are described below in cognate groupings but the delivery practice is likely to be more collaborative:

3.1 Careers education

Designed to enable students to:

- assess themselves realistically for post university options;
- identify and explore appropriate fields of graduate opportunity;
- make decisions and plan action related to their career;
- increase competence and confidence in the job search process and for the post-university experience, including engagement with CPD and lifelong learning.

The role of the Careers Service is to:

- research, design and deliver seminars in a central programme and via e-learning that relate to current career development issues and are accessible to all students;
- work with academic colleagues to identify suitable opportunities to work with students in their courses of study;
- research, design and deliver career development seminars of specific relevance to curricula;
- provide consultancy to academic departments to help them to develop careers elements within their courses;
- provide labour market data and other career resources to assist academic staff in relating their courses to career planning and to assist faculties and departments in establishing the feasibility of and the design of new courses;
- provide consultancy and input to the work of SCLS, IGO, the Employability Co-ordinator and Student Bodies to enable them to give messages that are consistent with those of the Careers Service professionals.

The role of faculties and departments is to provide and facilitate course specific career planning and the development of Graduate Attributes. This is likely to include:

- working with Careers Advisers and the Employability Co-ordinator to identify suitable opportunities to integrate career and employability development into courses of study;
- working with Careers Advisers and the Employability Co-ordinator to include career and employability development advice and information relevant to year of study in course handbooks and on departmental websites;
- consulting Careers Advisers on matters related to students' career development and its integration to courses of study;
- using labour market and other career data and resources to enhance course content wherever possible;

- contributing to students' understanding of the importance of adding value to their degree by engaging in student activities, international exchanges, volunteering and quality work experience.

The role of the University is to:

- ensure that processes are in place to support and disseminate the provision of quality CEIAG to students through a variety of relevant and appropriately informed structures;
- ensure course development, approval and review processes draw upon relevant Labour Market Information (LMI) and career education learning outcomes and take account of the development of Graduate Attributes;
- include in the induction training of Head of Department and new lecturer staff an introduction to the work of the Careers Service and a briefing on the role of employability in the curriculum;
- facilitate structures, policies and procedures that encourage engagement in student activities, international exchanges, volunteering and quality work experience.

3.2 Careers information

Access to a wide range of reliable, up-to-date careers information in hard and electronic formats on:

- the career choice process;
- occupations;
- further study and funding;
- employers in the public, private and voluntary sectors in the U.K. and abroad;
- self-employment;
- job search and vacancies;
- self-presentation via CVs, applications and interviews;
- psychometric tests and other selection procedures;
- graduates' destinations.

The role of the Careers Service is to:

- ensure that such information is accurate, up-to-date and easily accessible pre-registration and throughout courses of study through a variety of media;
- work with academic staff to provide course related referrals to careers information through for example, handbooks, notice-boards and websites.

The role of faculties and departments and other Services includes:

- taking account of career and employability information in course design and review
- referring students to and encouraging them to make active use of Careers Service information resources;
- incorporating careers information in handbooks and departmental websites and on notice boards;
- drawing on the expertise of the Careers Service for inclusion in recruitment and other appropriate literature and websites.

3.3 Careers advice and guidance

Informed, impartial careers guidance delivered in a confidential manner appropriate to the specific needs of individuals, including course changers and discontinuers, so that they can:

- clarify the issues that are relevant to the stage of their career planning;

- identify and feel confident about the steps they need to take to make progress;
- feel understood and supported;
- understand how the attributes they have developed fit the graduate labour market and their career aspirations.

The role of the Careers Service is to provide:

- careers interviews by qualified, experienced careers advisers;
- as many interviews, of appropriate duration, as necessary for individuals to meet their needs;
- accurate and appropriate referral to print, web-based and other self-help resources.

The role of faculties and departments and other Services includes:

- providing ways of informing students about the Careers Service and encouraging them to make early use of its facilities. This includes careers notice-boards, electronic means of communication, and the academic counsellor/personal tutor system,
- giving impartial information and advice to students on further study within their degree discipline;
- including reference to the Careers Service in departmental handbooks, literature and on websites;
- referring students who can benefit from the support of the Careers Service.

The role of the University is to:

- ensure that the Careers Service is appropriately resourced in terms of qualified staff and accommodation that is suited to confidential one-to-one appointments;

4 Employer Engagement

Careers Education, Information, Advice and Guidance needs to be informed through a wide range of strong relationships and knowledge exchange with employers. These relationships are forged and nurtured by the institution, by the Careers Service and by faculties and individual departments. It is important that these relationships result in knowledge, skills and understanding that facilitates students' ability to:

- understand the attributes and skills employers require, the nature of graduate work and recruitment processes;
- understand how to present themselves effectively in CV, application and interview.
- secure employment of a relevant type and level;
- manage the transition to the world of work effectively, utilising the skills and attributes developed through their studies to maximum effect.

The role of the Careers Service is to:

- keep up-to-date on matters regarding recruitment, competencies and other employer needs, trends and the labour market;
- take the lead in providing consultancy to employers about working effectively with the University of Strathclyde;
- publish UK and international vacancies on the careers service website;
- host presentations by employers on campus and elsewhere;

- organise fairs and networking events for graduate recruitment, student placements and vacation employment;
- provide employer led skills development seminars;
- liaise with academic departments to ensure that staff are aware of employer needs and career opportunities and to support in-put from employers to the curriculum;
- provide information for students to help them gain work experience that will make a real impact on their future career.

The role of faculties and departments includes:

- actively publicising Careers Service events and services;
- making appropriate arrangements for employer input to the curriculum through the provision of authentic learning experiences in such a way that it contributes to both the academic and career agenda;
- obtaining information from the Careers Service about employers and their opportunities and making this available to students in relevant ways;
- taking account of the 'What Do Strathclyde Graduates Do?' data provided annually by the Careers Service and determining how it should best be used within the faculty/department;
- promoting the importance of good quality work experience and engagement in student activities.

The role of the University is to:

- encourage the inclusion within teaching and learning of opportunities for students to learn from potential employers and postgraduate providers either directly or indirectly, how their courses are developing the attributes that they value;
- facilitate a professional, co-ordinated and coherent approach to developing and maintaining effective relationships with employers.

5 Services to users with additional support needs

Self-help resources and individual support and guidance resources will be made available by the institution via the Careers Service and academic departments to students who may be disadvantaged in the labour market – e.g. disabled, mature, ethnic minority and international students.

6. Conclusion

This CEIAG Policy resides within the Learning, Teaching and Assessment Strategy of the University of Strathclyde and describes essential elements for the achievement of high levels of employability as an outcome of all courses of study. Under the overall direction of the Senior Officer with responsibility for learning and teaching the Education Strategy Committee will monitor and facilitate the implementation of the CEIAG policy drawing upon the Careers Service Annual Report and relevant reporting from other Services, faculties and departments.

Careers Service

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