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EST. 1919

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Careers Advice, Education, Information and Guidance

Policy

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Careers Advice, Education, Information and Guidance

1. Introduction

University of the Built Environment's Careers and Employability service is available to all prospective and current students and to alumni for a period of three years after graduation. Careers Information, advice and guidance is available so that users may have the information they need to make informed decisions.

2. Aims

The aims of the Policy are to ensure that:

- Students and other eligible users have access to appropriate Career Education, Information, Advice and Guidance;
- Students are provided with opportunities to develop their career-related knowledge and skills;
- The knowledge, skills and understanding acquired through University of the Built Environment programmes are linked to career development;
- The service works in collaboration and partnership with external agencies and organisations, both nationally and internationally; and
- Careers education, information, advice and guidance provision takes into account the diversity of the student body with supplementary advice available to students that have additional requirements.

3. Provision

The University recognises that a diverse student body requires Careers Education, Information, Advice and Guidance (CEIAG) provision that is responsive to the different needs of individuals and groups. Therefore, students may access a range of targeted provision developed in response to particular needs, for example, apprenticeship support or the University Mentoring Programme. A description of the provision for each student group is shown in appendix C. The University is sensitive to the different employment situations and needs of its students and aims to provide appropriate, client focused CEIAG.

CEIAG may be provided by different teams within the University, including the Admissions team, the Apprenticeship Team and Academic staff as well as by the Careers Adviser. The Careers Adviser provides the main source of information, advice and guidance to University applicants, students and alumni, but depending on the nature and complexity of the enquiry, CEIAG can include:

3.1 Prospective students

Prospective students have access to:

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- Information and advice on pathways and qualifications.
- Online information on programmes from the University website.
- Access to the University Job Shop
- A qualified Careers Adviser.
- Information, advice and guidance on career options, including apprenticeships, training, career paths and appropriate Labour Market Information.
- Signposting to other agencies.
- Sign posting to relevant professional bodies and pathways to accreditation and professional recognition.

3.2 Current students

- Careers IAG provided by a professional Careers Adviser
- Industry relevant CEIAG resources on the VLE.
- The University Job Shop, and its range of industry vacancies including jobs, placements and internships.
- Programme curriculum that is designed to enable students to develop their employability and transferable skills identified in individual programme specifications in addition to skills which relate to the professional application of the subject being studied.
- The University Mentoring Programme (where eligible).
- Apprentices have access to impartial and confidential Careers information, advice and guidance though out their studies with the University and for three years after graduation.
- Careers advice for students with neuro diversity or disability entering the workforce. For more information see the Neurodiversity, Disability and Wellbeing Procedure (opens new window) for further details on how the University can support students with additional requirements.
- Country sensitive Careers information, advice and guidance which reflects students' location and international ambitions and work goals.
- CEIAG that is in line with the requirements and expectations of the OFSTED Common Inspection Framework.
- CEIAG which supports access to a students' chosen industry.

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3.3 Graduates and alumni of the University have access to:

- A range of networking, social and professional development events and seminars.
- Access to the University's online Learning Academy.
- Careers information, advice and guidance for three years after graduation.

3.4 Impartiality, confidentiality and data protection

- The University provides students with confidential and impartial advice.
- CEIAG complies with the terms of the University's Data Protection Policy (opens new window) and Privacy Policy (opens new window).

4. Scope of service

Careers education, information, advice and guidance may be provided by different teams within the University, including the Admissions Team, the Apprenticeship Team and Academic staff as well as by the Careers Adviser. The Careers Adviser is the provides the main source of information and guidance to University of the Built Environment applicants, students and alumni, but depending on the nature and complexity of the enquiry, careers education, information, advice and guidance can include:

- Information and advice on pathways and qualifications from the Admissions Team.
- Information and advice on apprenticeship routes and opportunities and feedback on progress towards qualifications and professional membership from the Apprenticeship Team.
- Information and advice from academic staff on pathways, work experience and specialisms.

5. Equal Opportunities

The University is committed to a policy of equal opportunities. This means that no one is treated differently for reasons of gender, age, ethnic or national origins, race, religion, sexual orientation, gender identification or disability. The University is happy to take reasonable steps to accommodate the needs of students with neurodiversity, disability, or additional requirements who may otherwise find it difficult to access the careers education, information, advice and guidance services provided by the University. For example, the University can provide information in alternative formats. Further detail can be found in the Neurodiversity, Disability and Wellbeing Procedure (opens in new window).

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6. Resources

- All staff and consultants involved in delivering careers education, information, advice and guidance for the University are appropriately qualified and additional training may also be provided along with opportunities to obtain relevant professional qualifications.
- The University makes every effort to learn from the skills and experience of its graduates and therefore uses the alumni network to support existing students with careers education, information, advice and guidance. This enables the University to provide students with the most up-to-date picture of a continually shifting labour market and helps facilitate networking.
- The University has close links with many employers and professional bodies and the careers education, information, advice and guidance benefits as a result.

7. Monitoring, evaluation and review

All CEIAG provision are subject to the University's quality assurance procedures. In addition, the University ensures that provision will:

- Meet the requirements presented in the Quality Assurance Agency (QAA) guidelines.
- Work within the national MATRIX Standard achieved by the University in its student support services.
- Comply with the Association of Graduate Careers Advisory Service (AGCAS) Code of Practice and maintain membership of AGCAS.
- The Careers Adviser is also kept up to date by AGCAS and other professional organisations and meets the professional requirements of that organisation.
- Ensure CEAIG is in line with the requirements and expectations of the OFSTED Common Inspection Framework.
- Use feedback from the Nation Student Survey to review and develop provision.
- Evaluate the work of the Careers Service and the impact on students.

8. Evaluation

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The University evaluates the effectiveness of its CEIAG provision and uses a range of information to continually improve provision and develop appropriate interventions. It evaluates the provision through:

- Direct feedback from students.
- The National Student Survey.
- Job Shop statistics and feedback from employers.
- Usage Statistics.
- Programme evaluation including evaluation from the Mentoring Programmes.
- Procedures for current students to feed back to the University on its careers provision. Students can do this through the Student Representatives or in the Careers and Employability Focus group or direct to the Careers Adviser, Alumni can feedback via the alumni relations team.
- Data reports on the use of the University Job Shop, to allow the service to be monitored.
- Regular review of the careers policy in line with the University's rolling programme of policy review.

9. Graduate Outcomes

- The University will participate in graduate outcome surveys as required by Higher Education Statistics Agency (HESA). The Careers Adviser will work with internal and external partners to ensure that the University alumni are informed of the survey and have access to up-to-date information on how their data is collected and what happens to it.
- All data will be treated in line with Higher Education Statistics Authority (HESA) and the University's policy on confidentiality.
- Anonymised data will be used to inform the development of careers resources and future initiatives.

10. Complaints

The University is committed to ensuring that all students receive appropriate information, advice and guidance on careers. However, if any student is unhappy with the service received, they have the right to complain. A copy of the Student Complaints Procedure (opens new window) is available.

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Appendix A Related policies

This Policy should be read in conjunction with:

Association of Graduate Careers Advisory Services (AGCAS) Code of Practice (opens new window)

Careers Statement of Service

Student Complaints Procedure (opens new window)

Neurodiversity, Disability and Wellbeing Procedure (opens new window)

Data Protection Act 1998 (opens new window)

University of the Built Environment Privacy Policy (opens new window)

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Appendix B Benchmarked policies

Open University (2013) Careers Statement of Service (opens new window)

OFSTED Education Inspection Framework 16 January 2019 (opens new window)

QAA UK Quality Code for Education (opens new window)

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Appendix C Provision of Services

Prospective Students	Current Students	Apprentices	Alumni
Information and advice on pathways and qualifications Information on professional bodies and memberships Guidance on career choice Information, advice and guidance on career options Signposting to other agencies for e.g. National Careers Service Access to the University Job Shop Industry Information	Information, advice and guidance on entry into the industry Information, advice and guidance on career development and career planning CV Clinic University Mentoring programmes Access to the University Job Shop Labour Market Information Job search strategies, advice on job applications and interview tools Advice and information on achieving professional accreditation	Apprentices benefit from the range of careers education, information, advice and guidance available to other students. They may contact the careers service independently or Apprenticeship Outcome officers can refer a student for careers advice when they feel this will be beneficial.	Access to the University Job Shop Careers Information advice and guidance for three years after graduation Mentoring training and support for Mentoring programme participants Online CPD Academy Alumni networking events Participation in the Graduate Outcomes survey

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Careers Advice, Education, Information and Guidance

Prospective Students	Current Students	Apprentices	Alumni
	Advice on finding work experience Career resources on the VLE		

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