

Career and Employability Services

Statement of Service for Faculties of the University

Our Mission

To provide a range of innovative, impartial, professional and integrated career, employability and work based learning services which meet the needs of our students, graduates and staff. Our work in partnership with Faculties is essential to the achievement of this Mission.

Our Aim

To work in partnership with each Faculty to deliver University level and Faculty level career, employability and work based learning aims and outcomes. We will do this by agreeing and reviewing an annually agreed programme of services and opportunities.

Each annual Faculty and Career & Employability Services Work Plan will address the following areas:

- Key contacts – Faculty and Career & Employability Services (CES)
- CES' membership of faculty committees and/or advisory boards
- CES' briefings, training & development delivery for staff
- Key events/ developments within the Faculty and CES
- CES' career, employability and work based learning delivery and development into the curriculum and co-curriculum (UG/PG)
- CES' career, employability and work based learning delivery and development into the extra-curriculum (UG/PG)
- CES' Career, employability and work based learning support for graduates
- CES' provision of career and employability related information and learning resources
- CES' provision of information and advice on graduate destinations and outcomes data
- CES' input and support for any quality audit or accreditation processes, with University services or external organisations e.g. professional bodies.
- Faculty's contribution to enable the delivery of the work plan e.g. inclusion on faculty email distribution lists, timely planning & review meetings with relevant academic and management staff, budget for travel expenses for alumni/visiting speakers (where applicable), memberships of key committees, access to key performance and quality reports/data

To meet this aim Career and Employability Services will provide each faculty with:

- A lead Career Consultant, responsible for liaison with each Faculty.
- A named Career Consultant(s), in addition to the lead Career Consultant where appropriate
- A named Employer and Placement Service Consultant
- A named Employer and Placement Adviser
- Presentations and information to students, graduates and staff about the role of Career and Employability Services
- Programme of career, employability, work based learning activities and opportunities at appropriate stages of the curriculum, co-curriculum and extra-curriculum.

activities and opportunities will include liaison with employers and other externals to provide activities which enrich the student experience.

- Information on relevant placements, vacancies and other career, employability and work based learning opportunities.
- Destinations statistics showing the opportunities entered by Bradford graduates and information to explain these statistics within the national graduate employment context.
- Consultancy on addressing the requirements of the University Learning, Teaching and Student Experience Strategy, University Work Based Learning Framework, University Business and Community Strategy, and the University Equality, Diversity and Inclusion Strategy.
- Consultancy and information on career, employability and work based learning professional practice and developments in the HE sector e.g. employability related pedagogy, student skill development, recruitment & selection trends, graduate employment.

To meet this aim Faculties are requested to:

- Identify a member of the management team to be the key point of contact for CES.
- Actively commit and engage in the delivery of the annually agreed Faculty and Career & Employability Services Work Plan.
- Commit appropriate members of the faculty management team to attend two meetings per year with members of the CES to discuss the annual work plan and relevant performance information e.g. DLHE/Graduate Outcomes survey.

Quality Assurance:

Careers and Employability Services adheres to the matrix Standard (UK quality standard for information, advice and guidance) and the AGCAS national code of principles. This guarantees a quality service which is impartial, confidential, and client-centred and delivered by members of staff who are approachable and professional.

You can expect:

- Advice and guidance which is impartial and client-focused
- Career development and employability learning delivered centrally and in collaboration with faculties and other student services
- Staff who are knowledgeable and appropriately trained for their role
- Staff who treat you with respect
- Accurate and relevant information, delivered appropriately and creatively
- Confidentiality
- Services which are fair and which support diversity
- Access to a range of employability opportunities

Feedback

We welcome your comments and suggestions which we use to assist us in improving our services. If you would like to give us any feedback please contact Jo Beaumont, Head of Career and Employability Services: 01274 234990, email: j.beaumont4@bradford.ac.uk or careers@bradford.ac.uk .

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