

Newman University

Code of Practice for Careers Education, Information, Advice and Guidance (CEIAG)

1. Purpose and Scope of the Code of Practice for CEIAG:

The purpose of the Code of Practice for CEIAG is to establish the principles on which the provision of CEIAG is based and how CEIAG systems, services and resources are managed, organised and prioritised. Newman University sees the provision of CEIAG as the responsibility of both a centrally managed Careers Education, Information, Advice and Guidance Service (CEIAGS) and the institution.

As a service we aim to comply with the AGCAS Code of Practice and monitor careers activity through the Employability Task Group and university reporting mechanisms.

2. Careers Aims:

Newman University Careers Service is part of Student Support, whilst also reporting to the Universities Employability Task Group. The aims are to:

- Provide an impartial, friendly and flexible service for Careers Education, Information, Advice and Guidance (CEIAG), covering Careers and Employability.
- Offer employability-based opportunities for students and recent graduates.
- Continually improve CEIAG provision at Newman University.

3. Careers Service Outcomes:

Through relevant professional advice and guidance, the expected outcomes for students and graduates are that they will:

1. Know options available to them.
2. Know where to find out about other sources of help.
3. Develop transferable, professional and specialist skills which meet the needs of the labour market.
4. Have quality work-based, work-related and extracurricular opportunities where possible.
5. Have the ability to make decisions and implement personal and realistic career choices that have been well informed.
6. Know how to present themselves successfully to employers and course providers.
7. Progress into employment and/or further study in their desired area.

4. Organisation and Management of CEIAG:

The University seeks to ensure that CEIAG is organised and managed effectively and coherently. The following processes should therefore be adhered to:

- The provision of CEIAG, both in terms of the centrally located Careers Service and of subject area provision, should be planned in accordance with the universities cycle

for strategic planning; and should include the identification of resource implications. This should be evidence in Careers Subject Level Agreements.

- The University should have a clear Statement of Service for Careers Education, Information, Advice and Guidance for Students and Graduates, Staff and Employers.
- CEIAG provision should be subject to regular reviews by the university's quality assurance and quality enhancement processes.
- CEIAG sits within student support services but plays a key role in the Employability Task Group.

5. Institutional Context:

The University aims to improve CEIAG provision, develop employability and prepare students for the transition into employment or further study, and for effective management of their career. These aims are supported centrally by the Careers Service and within the subject and programme areas.

The responsibilities of CEIAG delivery for Students, Graduates and Staff are outlined in both the Statement of Service for Students and Graduates, which is updated annually and the Statement of Service for Staff, which is updated annually.

The University believes that effective provision of CEIAG requires promotion of the centrally provided Careers Service and collaboration between the Faculties, Subject areas, the Careers Service and other internal departments responsible for providing student support and guidance. The following mechanisms are therefore intended to ensure a coherent approach to the provision of CEIAG across the range of departments:

- Representation of the careers service on appropriate committees/task groups and meetings within the University's structure.
- Integration of the Universities Employability Strategy and Careers Strategy.
- Completion of Careers Subject Level Agreements.
- Provision of appropriate opportunities within the Universities staff development programme for the promotion of roles and responsibilities with regard to CEIAG.

6. Student and Graduate Responsibilities:

Career management is the responsibility of each individual. While Newman will endeavour to provide opportunities for students and graduates to develop their employability, it is the responsibility of each student and graduate to make their own career plans and put them into action.

7. Staff Responsibilities:

The University recognises that members of staff involved in the provision of CEIAG, including academic and professional support staff, must have the skills, knowledge and understanding appropriate to the roles they are undertaking. The University is therefore committed to ensuring that:

- All staff involved in CEIAG, whether academic or professional support, will participate in the relevant staff development and appraisal scheme.
- Opportunities for the continuing professional development, whether organised internally or externally are made available for all staff involved in CEIAG.

8. External Relations:

The University recognises the role of external organisations in the provision and development of effective CEIAG and would seek to develop appropriate and constructive partnerships with stakeholders and to access relevant expertise.

In particular the University aims to work closely with employers and stakeholders, to ensure that students are equipped with relevant subject specific and generic skills and have the opportunity to take part in work based and work-related opportunities. To this extent the University will, where appropriate:

- Seek to involve representatives of appropriate employment sectors, or relevant professional bodies, in curriculum design.
- Promote the value of work experience and work placements.
- Provide opportunities for employers to publicise information about their organisations and their employment opportunities.
- Encourage external organisations to come into the University to meet our students.

The Careers Service has an Employer Liaison policy, setting out how the Careers Service will work with employers.

9. Monitoring, Feedback, Evaluation and Improvement:

In order to ensure that CEIAG provision is appropriate to meet student and stakeholder needs, CEIAG will be subject to relevant quality standards and internal quality assurance processes. The University aims to maintain and enhance quality by:

- Gaining feedback from students and stakeholders through formal and informal consultation methods – including evaluations and questionnaires.
- Maintaining appropriate statistical records to indicate use of the careers service.
- Monitoring graduate outcomes.
- Producing an annual report for the universities audit processes in which CEIAG activity is assessed against its aims and intended outcomes.
- Reporting to the Employability Task Group.
- Measuring career readiness over time through careers registration and the graduation enrolment careers survey.