

Careers Statement of Service for University Staff

1. Introduction:

This document sets the context of the Careers Service within Newman University and outlines the different ways we can work with staff across the institution (particularly academic staff). We welcome comments and feedback on our Statement of Service.

2. Careers Aims:

Newman University Careers Service is part of Student Support, whilst also reporting to the Universities Employability Task Group. As a service our 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. Our Role:

The role of the Careers Service is:

- To provide an education, information, advice and guidance service covering careers, employment and further study.
- To support students in enhancing their employability and developing transferable skills.
- To work with academic staff to integrate Careers Education, Information, Advice and Guidance into the curriculum.
- To liaise with external organisations, particularly employers to provide opportunities for our students and graduates.

- To provide extra-curricular activities to enhance the employability of students and graduates.
- To monitor and evaluate CEIAG activities and produce reports.

5. What We Offer to Staff:

Non-Academic Staff

We are happy to provide any non-academic staff member's advice and guidance on Careers and Employability topics and support your work around recruitment, retention, success and progression. Examples include:

- Contributing to open days, applicant visits days and promotional materials for pre-entry students.
- Attending relevant meetings, committees and working groups to share best practice and expertise.
- Supporting the wider Student Support team by providing specialist Careers advice and guidance around topics such as part-time work, disclosing disabilities and promoting equal opportunities in all the work we do.

Academic Staff

Primarily our work will be with academic staff. We will:

- Deliver professional and impartial Careers, Education, Information, Advice and Guidance Service to all students and recent graduates (As outlined in our Statement of Service for Students and Graduates).
- Attend departmental and subject meetings as and when appropriate and possible.
- Provide all academic subject areas, within both faculties, a Careers Subject Link, for a one-stop place to go for all careers enquiries and interactions.
- Complete Careers Subject Level Agreements and hold meetings twice a year, ideally between June and September and February, to plan, monitor and assess Careers Education and provision within each subject area.
- Deliver Careers Education sessions across every subject area in levels 4, 5 and 6 and Postgraduate where applicable.
- Offer staff training and advice to personal tutors to answer any topics around Careers and Employability topics upon request.
- Communicate regularly with staff about opportunities to promote to students.
- Produce Careers Registration data reports each January to measure and develop student's career readiness.
- Support planning around Graduate Outcomes data.
- Offer advice on incorporating Careers and Employability education into subject area provision.
- Offer assistance with Careers and Employability expertise around validation and quality review activities.

6. Where to Find Us

The Careers Service is based in the Careers and Employability Hub, located in the Barberi building. Our address is: Careers Service, Careers and Employability Hub, Newman University, Genners lane, Bartley Green, Birmingham, B32 3NT.

Telephone: 0121 476 1181 ext. 2416

[Email](#)

[My Career](#)

[Website](#)

[Resources](#)

Careers staff are usually around during the core hours of 10am until 4pm however we offer early morning provision, evenings and Saturday availability.

7. Expectations:

Staff can expect from us:

- Careers Education, Information, Advice and Guidance delivered by qualified staff.
- Display of the highest standards of professionalism and adherence to the AGCAS Codes of Ethics, adhering to the core principles around equality and diversity, achievement for all, impartiality, confidentiality, integrity and commitment.
- Designated Careers Subject Links (where possible), to liaise directly with subjects for all Careers and Employability matters.
- Careers Subject Level Agreements completed with each subject.
- Delivery of Careers Education sessions across level 4, 5, 6 and Postgraduate where applicable.
- Range of services to meet the needs of all students to enhance their employability and career management skills.
- Programme of extra-curricular activities to enhance the curriculum experience.
- Full contribution to the design and delivery of the work-related learning modules.
- Commitment to equality of opportunity regardless of age, disability, ethnic origin, gender, nationality, religion, sexual orientation or any other factor. The University's equality and diversity policy underpins all aspects of our services.
- Access to appropriate services to any student or graduates you may sign-post to us.
- Feedback mechanisms for students and graduates.
- Assistance to employers wishing to make contact with academic departments.
- Support for, and advice on, incorporating Careers education into your programmes of study.
- Assistance with validation and quality review activities; related to Careers and Employability Related activities.
- Attendance at University committees and meetings, primarily the Employability Task Group to offer advice and expertise.

Please note we reserve the right to not see any student or graduate who has broken any of the university regulations or where we deem it is not in the best interest for a staff member to see an individual.

What we expect from staff:

- Take ownership of career management and employability development in your subject areas.
- Encourage students to take part in careers provision on offer and communicate opportunities effectively and regularly.

- Arrange dates promptly to complete Careers Subject Level Agreements and refer to them in university reporting.
- Keep up-to-date with what is on offer by the Careers Service and relevant labour market intelligence and recruitment procedures.
- Have realistic expectations on how the service can provide support.
- Help us with sector insight information from areas of expertise and provide relevant contact details for employers and organisations who we can potentially work with.
- Provide slots in the teaching timetable for agreed talks and events with plenty of notice.
- Check in with students regarding their Career Readiness data and sign-post them to relevant advice and guidance.
- Actively encourage and help us obtain information on graduate outcomes.
- Inform the Careers Service about changes to courses and future plans.
- To request any staff training needs.

8. Quality of Service:

Careers staffs are appropriately qualified for their role and adhere to university and careers-based quality marks.

9. Evaluation/Feedback

A variety of evaluation procedures take place and we encourage all who have accessed any of the services to feedback, so we can continue to improve our services. We would also like to hear from individuals who have not accessed the careers service.