

Careers Statement of Service for Students and Graduates

1. Introduction:

This document outlines what is available within Newman University Careers Service for students and graduates. 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, 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 Students:

Pre-entry Students

The careers team are available at open days and applicant visit days. Pre-entry students can contact the careers service directly and a member of the team will answer any brief enquiries via email or telephone.

Current Newman University Students

Newman University Careers Service is based in the Careers and Employability Hub in the Barberi building. We offer a free service to all of our current students, full-time and part-time undergraduate and postgraduate students and international students where applicable. If a student suspends their course, access to the service is the same as under the university regulations. If a student leaves their course at any point before completion, they are entitled to an exit interview and will then be sign-posted to external support.

We offer a flexible service providing a range of appointments, workshops and activities during the core hours of 10 until 4, but also offer some designated early morning, evening and Saturday access. We also have a help desk in the Careers and Employability Hub with a member of staff available between 11am and 1pm every Tuesday, Wednesday and Thursday to answer 'Careers Queries'. Staff members are happy to answer any questions via email: careers@newman.ac.uk or in person in the Careers and Employability Hub. Careers clinics also run regularly (usually once a month) in the main atrium in St Chad's.

My Career

[My Career](#) is your personal online careers portal and is the first place to go in order to access the service.

In order to access a personalised careers service at Newman University during your course, you must sign up to and agree to the conditions of My Career. My Career enables you to have a designated careers area to manage your careers development whilst at university and for 3 years after graduation. You can:

- Book on to and manage careers appointments.
- Access your guidance session notes.
- Book on to and manage workshops and events.
- Sign up to receive targeted emails and news.
- Access the Newman University jobs board for part-time work, work placements, voluntary positions and graduate jobs, with the option to sign up to receive email alerts for relevant opportunities you may be interested in.
- Complete the ACE: Award for Careers and Employability through the pathways tab.
- Access resources.

If you are a first-time user, you will need to set your personal profile before using the system. If you have used it before but wish to change or alter your details you can go through the same process. Please spend some time filling this out as it will really make a difference to your experience and the information you receive.

We provide a range of services to students including:

- **Careers Guidance Appointments** are 30-minute appointments designed to give you in-depth advice and guidance about making informed careers decisions for your future and reflecting on your employability. We can talk about topics such as, options with your degree, career planning, transferring course, postgraduate study, personal statement writing, interviews, awards and self-employment.

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- **Job and Placement Shop Appointments** are 30-minute appointments designed to give you support in searching, applying and securing jobs, placements and opportunities. You can find out about part-time work, support with finding a work placement, job search, CV writing and cover letters, applying for jobs and work and study abroad.
- **Careers Progression Coach Appointments** are up to one hour initially, with varying times afterwards, and are specifically for final year undergraduate students and recent graduates. Assigned to a Careers Progression Coach, they will support and track your transition into graduate employment or postgraduate study.
- **Careers Education Provision** through the curriculum including contribution to work-related learning modules and subject specific sessions.
- **Workshops** held throughout the year on a variety of careers related topics.
- **Careers Fairs** and employer events held throughout the year.
- **Opportunities** for part-time work, work placements, voluntary work and graduate jobs advertised for you through your [My Career](#) account where you can receive personalised alerts.
- **Newman Volunteering Award** with the opportunity to get your volunteering accredited on your HEAR.
- **ACE** – The Award for Careers and Employability, designed to enhance your employability and career management skills, which can be accredited on your HEAR.
- [Careers resources online](#) can be found on the careers group intranet page.
- **Access to projects** to enhance your employability.
- **Careers Registration and Graduation Enrolment Survey** at enrolment, reenrolment each year and at graduation to offer you career readiness support.

6. Newman University Graduates

Anyone who has graduated from Newman University with a level 5 qualification or above is entitled to access the careers service for 3 years after completion of their course. Graduates can access My Career for access to appointments, workshops, some events and work opportunities.

7. Where to Find Us

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

Telephone: 0121 476 1181 ext. 2416

Email: careers@newman.ac.uk

[My Career](#)

[Careers Website](#)

[Careers Resources](#)

8. Expectations:

Students and graduates can expect from us:

- Careers education, information, advice and guidance by qualified staff.
- A 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.

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- Confidentiality and impartiality in all your dealings with us where appropriate.
- A high-quality service which complies with internal policies and procedures.
- A range of services to meet the needs of all students to enhance their employability and career management skills.
- A 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.
- We endeavour where possible to let students or graduates know at least 24 hours prior should we delay or cancel any careers appointment or any talk, presentation or other event.
- A feedback mechanism and complaints procedure.

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 students and graduates:

- To set up your My Career profile and manage your careers experience through the portal.
- To take ownership of your career management and employability development.
- To make use of the services on offer.
- To book appointments and to notify us if you are unable to attend, giving reasonable notice.
- Arrive punctually for appointments, workshops and any other appointments.
- If requested to do so, bring along relevant items to an appointment.
- To treat staff, employers and other clients with respect.
- To have realistic expectations on how the service can provide support.
- Provide feedback on our services when requested and complete the graduate outcomes survey 15 months after graduation.

9. Quality of Service:

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

10. 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.