

Careers Statement of Service for Students and Graduates

Introduction

This document outlines what is available within Birmingham Newman University Careers Service for students and graduates. We welcome comments and feedback on our Statement of Service.

Career Service Aims

Newman University Careers Service is part of Student Support Services, whilst also reporting to the Universities Employability and Progression Task Group. We offer all individuals a unique, personalised careers experience. 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.

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.

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.

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 Students

Birmingham Newman University Careers Service is based in the Careers and Employability area, in the Study Lounge, in the Barberi building. We offer a free personalised service to all 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 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. Staff members are happy to answer any questions via email: careers@newman.ac.uk or in person in the Study Lounge.

My Career

My Career is your personal online careers portal and is the first place to go to access the service.

To access a unique, personalised Careers Service at Birmingham 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.

My Career enables you to manage your careers development whilst at university and beyond. You can:

- Book guidance appointments, workshops, and events.
- Access the Newman University jobs board for part-time work, workplace experiences, voluntary positions, and graduate jobs.
- Complete awards and access information and resources through the pathways tab.
- Access careers discovery information and link to Shortlist.Me.

New for 2023/4 My Career Pathways

- Careers resources are now online so you can access them 24/7. Click on My Career Pathways for information, videos, and resources. A few examples are:
- CVs and cover letters.
- Get your first ECT teaching job.
- Graduate jobs – how to search and apply.
- Interviews – how to stand out.
- Master's courses – how to search, apply and fund.
- Workplace experience – how to search and apply.



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:

- **One-to-one appointments** to support your career planning, job, experience and postgraduate search, application support and career progression coaching.
- **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 and available 24/7 on Pathways.
- **Employer Connect Visits** including careers fairs and employer events held throughout the year.
- **Opportunities** for part-time work, workplace experiences, 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 validated on your HEAR.
- **ACE** – The Award for Careers and Employability, designed to enhance your employability and career management skills, which can be validated on your HEAR.
- Information and resources found on the Pathways Tab and Careers Discovery area on [My Career](#).
- [Shortlist.Me](#) to practice interviews, measure your strengths and practice employer scenarios.
- **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.

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.

Where to Find Us

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

Telephone: 0121-387-4588

Email: careers@newman.ac.uk

[My Career](#)

[Careers Website](#)

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.
- 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.

Quality of Service

Careers staffs are appropriately qualified for their role and adhere to university and careers-based quality marks. Birmingham Newman University Careers Service has the AGCAS Membership Quality Standard.

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.