

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

## **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.

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

## **Organisation and Management of CEIAG**

Birmingham Newman University sees employability as the responsibility of all the University Community, with a hub and spoke model. The provision of CEIAG is the responsibility of a centrally managed Careers and Employability Service, working in partnership with academics to develop the employability of all students and graduates. The Careers and Employability Service is aligned with the Universities Strategic Plan and subsequent strategies. The Careers and Employability Service model is underpinned by our LINK appraoch.

**‘Link’ – What will you become?**

Every student will have a Unique, Personalised, Careers and Employability Experience through our **Link** approach at Birmingham Newman University, with the individual student at the heart.

**L**ife-wide and lifelong learning

**I**ntegrated approach to careers and curriculum design, delivery, and assessment.

**N**etworking and insights to opportunities to make informed choices and to stand out from the crowd.

**K**nowledge of the world of work and how to apply successfully.

* We want every student to understand their unique skills, talents, and wide-life experience, have the opportunities to explore the options available to them, to make connections with their communities, employers and to contribute to their society and to have successful outcomes and careers.
* We will link students to the real-world through curriculum design, delivery, and assessment.
* We will link students to high quality careers information, advice, and guidance.
* We will link students to organisation and employer opportunities, developing networking and employability skills.

Our Statement of Service for Students and Graduates and Statement of Service for University Staff outlines what our Careers and Employability Service offers.

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.
* 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 Success but plays a key role in the Employability and Progression Task Group.

## **Institutional Context**

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 and Employability 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 and Employability Service on appropriate committees/task groups and meetings within the University’s structure.
* Completion of Careers Cluster Level Agreements and meetings.
* A Train the Trainer approach with the Careers and Employability team providing training for academic staff around employability-based topics.
* Provision of appropriate opportunities within the Universities staff development programme for the promotion of roles and responsibilities regarding CEIAG.

## **Student and Graduate Responsibilities**

Career management is the responsibility of each individual. While Birmingham Newman University 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.

## **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 continuing professional development, whether organised internally or externally are made available for all staff involved in CEIAG.

## **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.

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 place experiences.
* 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 and Employability Service has an Employer Liaison policy, setting out how the Careers and Employability Service will collaborate with employers.

## **Monitoring, Feedback, Evaluation, and Improvement**

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 and Employability 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 and Progression Task Group.
* Measuring career readiness over time through careers registration and the graduation enrolment careers survey.