 ****

Careers and Employability Service Student Success

Statement of Service for University Staff (2024-2025)

## Introduction

This document sets the context of how the Careers and Employability Service can collaborate with staff across the institution (particularly academic staff). We welcome comments and feedback on our Statement of Service. We recommend this is read in conjunction with our Statement of Service for Students and Graduates and our CEIAG Code of Practice.

Birmingham Newman University sees employability as the responsibility of all the University Community, with a hub and spoke model.  The provision of CEIAG (Careers Education, Information, Advice and Guidance) 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 approach.

**‘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.

## 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 to 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 Success 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:

* Provide 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.
* Provide all academic subject areas with a Careers Subject Link, for a single point of contact for all careers enquiries and interactions.
* Complete Careers Cluster Level Agreements and hold in-person meetings twice a year, ideally between June and September and February, to plan, monitor and assess Careers and Employability within each subject area. There will be ongoing dialogue throughout the year.
* Deliver Careers Education sessions across every subject area in levels 4, 5 and 6 and Postgraduate where applicable.
* Offer a Train the Trainer approach, with resources and materials available on My Career Pathways and a designated area on Teams. Additionally, there will be on campus training sessions and drop-in times available.
* Communicate regularly with staff about opportunities to promote to students.
* Produce Careers Registration data reports to measure and develop student’s career readiness.
* Offer advice on incorporating Careers and Employability education into subject area provision and to improve graduate outcomes.
* Offer assistance with Careers and Employability expertise around validation and quality review activities.

## Where to Find Us

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

**Telephone:** 0121 476 1181 ext. 2416

[**Email**](mailto:careers@newman.ac.uk)

[**My Career**](https://mycareer.newman.ac.uk)

[**Website**](https://www.newman.ac.uk/article-categories/careers-service/)

[**Resources**](https://www.newman.ac.uk/intranet/groups/careers/)

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

## 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 Cluster Level Agreements with each group and personalised subject support.
* 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.
* A Train the Trainer approach that is delivered by professional advice and guidance staff.
* 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 contact 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 Employment and Progression Task Group to offer advice and expertise.

**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 and collaborate with other subject areas to complete Careers Cluster Level Agreements and refer to them in university reporting and update them online regularly.
* Keep up to date with what is on offer by the Careers and Employability 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 with whom we can potentially work.
* 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 signpost them to relevant advice and guidance.
* Actively encourage and help us obtain information on graduate outcomes.
* Inform the Careers and Employability Service about changes to courses and future.
* To request any staff training needs.

## Quality of Service

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

1. **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 and Employability Service.

*Birmingham Newman University Careers Service 06/08/2024. The information contained herein was correct at the time of creation, but always check the source(s) mentioned for the most up to date information.*