## ARTS UNIVERSITY BOURNEMOUTH

## **AUB Futures Careers and Enterprise Service Policy**

Throughout your time at AUB you'll be planning and preparing for your future career. AUB's Career Coaches can help you develop your employability and enterprise skills and make informed career decisions.

Career Coaches offer impartial, informed advice and guidance to help you develop the skills to manage your future and achieve your career aspirations. The guidance you receive will be tailored to your choices and your preferences.

Working with a Career Coach will help you gain awareness of your own skills and the career opportunities open to you, and will support you in every stage of your professional development.

Career Coaches will respect your individual values and choices and will help you develop an understanding of responsible and ethical employment and enterprise practices to guide your future choices.

You can book an online or face to face Career Coaching session via the Bookings tab in MyAUB.

You can book appointments as you need to. If you are unable to attend a session please cancel it, to make it available for others.

You can select which Career Coach you see each time you book. You do not need to see the same Coach each time.

You can also book to attend AUB Futures workshops, lectures and events focusing on a wide range of career and enterprise topics, including industry professionals and AUB alumni.

You are encouraged to sign up to the AUB Futures Hub, an online portal which advertises jobs, internships, competitions and volunteering opportunities, and gives you access to a range of careers resources and skills tests and pathways.

You can access advice and guidance from the AUB Futures Careers and Enterprise service throughout your time at AUB, and for two years after you graduate.

## Confidentiality

What you discuss with your Career Coach is confidential. Unless they have your consent, your Career Coach will not share any information about what you discussed.

## **Professional Accreditation**

The AUB Futures Careers and Enterprise Service is accredited by the Association of Graduate Careers Advisory Services and the Matrix quality standard for information, advice and guidance.