



## **Careers and Employability Service Policy**

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### **1. Introduction**

- 1.1 The Careers and Employability Service policy sets out the aims and objectives of the Arts University Bournemouth's Careers Service.
- 1.2 This policy sets out how the Careers Service supports the University in ensuring compliance with the QAA UK Quality Code for Higher Education, Chapter B4: Student support, learning resources and careers education, information and guidance.

### **2. Aims**

- 2.1 The AUB Careers and Employability Service aims to support students and graduates of AUB to develop their employability and enterprise skills, and to make informed career decisions, through adopting an approach that promotes a broad understanding of employability which complements the specialist creative skills developed on AUB courses.
- 2.2 Through the provision of impartial, student centered and informed advice and guidance the Careers and Employability Service aims to enable students to develop the necessary skills to manage their futures and realise their career aspirations.

### **3. Objectives**

- 3.1 To provide advice and guidance that is accessible, impartial, timely and student-focused, and sensitive to the needs of individual students.
- 3.2 To encourage career planning as a way to engage students in taking ownership of their career development, enabling students to develop awareness of their own skills and the career opportunities open to them, together with an understanding of the implications of any specific choices they may make.
- 3.3 To integrate careers and employability advice and career management skills into the foundation, undergraduate and postgraduate curricula, through the provision of bespoke employability sessions and promotion of the AUB Careers and Employability Service.
- 3.4 To deliver an annual timetable of workshops, lectures and events designed to support employability learning and provide good practice in career planning.
- 3.5 To promote an understanding of responsible and ethical employment and practice, respecting students' individual values and choices whilst ensuring that unpaid opportunities advertised by AUB provide clear scope for personal development and do not exploit student workers.
- 3.6 To encourage students to consider the international context of their work by raising awareness of the barriers and opportunities of work and study in an international context.

- 3.7 To publicise the support offered by the Careers and Employability Service to ensure students and alumni are clear about what the service offers and how they can access it.

#### **4. Student Entitlement**

Current students and graduates of the Arts University Bournemouth are entitled to access careers and employability advice and guidance via the following methods:

- 4.1 Individual impartial and confidential meetings and ongoing coaching with a qualified careers adviser who is able to provide relevant and up-to-date information and advice. These can be booked at [careers@aub.ac.uk](mailto:careers@aub.ac.uk) or on the AUB Job
- 4.2 Attendance at specific events, presentations and workshops organised and publicised by the Careers and Employability Service.
- 4.3 Use of the careers resources, materials and literature available within the University, via the AUB website and dedicated careers portal. AUB Advantage Career Hub.

#### **5. Student responsibilities**

In accessing careers and employability advice and guidance students are expected to be attentive to their own ongoing professional and academic development. Students therefore have the following responsibilities:

- 5.1 To be proactive in seeking careers and employability information, advice and guidance.
- 5.2 To take advantage of those opportunities provided, within the academic curriculum or as extra-curricular activities, to develop employability skills.
- 5.3 To attend any appointments promptly or to provide a minimum of 48 hours' notice of cancellation.

#### **6. Monitoring and evaluation**

- 6.1 The Careers and Employability Service will monitor the service and provide regular reports for the purpose of reviewing and developing the service to ensure continuous improvement in support of the University's strategic objectives relating to employability.
- 6.2 The Careers and Employability Service will maintain the standards necessary to retain Matrix accreditation, operating in compliance with AUB policies and with regard to external codes of good practice as exemplified by AGCAS.

The Arts University Bournemouth is committed to the provision of a working and learning environment founded on dignity, respect and equity where unfair discrimination of any kind is treated with the utmost seriousness. It has developed and implemented an Equalities Strategy and Action Plan to guide its work in this area. All the University's policies and practices are designed to meet the principles of dignity, respect and fairness, and take account of the commitments set out in the Equalities Strategy.

This policy has been subject to an equality analysis to ensure consideration with regard to the provisions of the Equality Act 2010.

Date of last EA review: October 2017

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