

Higher Education Careers, Progression and Employability Policy HE3

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

Askham Bryan College is committed to raising aspirations, equipping students with the necessary skills, attributes and confidence to successfully progress in their careers. This will be achieved through a programme of study, industry links/employer engagement, the Careers and Employability Service, and a College-wide collaborative programme of activities. This Careers, Progression and Employability Policy includes a range of activities including: Careers Education; Information, Advice and Guidance; Employability and Enterprise.

2. DEFINITIONS/SCOPE

This policy refers to all students studying on Higher Education programmes at the College.

3. PRINCIPLES

Askham Bryan College is committed to ensuring consistency of careers, progression and employability provision to all students studying higher education at the College.

3.1. The College aims to:

- provide a robust and credible Careers and Employability Service for all students on Higher Education programmes
- promote the diverse ways in which the College supports career development of all its students to encourage access and uptake of that support
- clearly communicate to students what support that they can expect and from whom including the roles that academic staff, departments and the Careers and Employability Service play in delivering careers support.
- work with different departments in making links with relevant external stakeholders, to help identify and make use of employers' needs and opinions to develop learning that is relevant for the job market
- To contribute to meeting the requirements of the QAA Quality Code of Higher Education, Chapter B4 'Enabling student development and achievement', by ensuring the College has appropriate resources and arrangements in place to develop student's academic, personal and professional potential, which are appropriately monitored and evaluated.

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3.2. The Careers and Employability Service aims to:

- To ensure all students understand and take advantage of their entitlement to careers education, information, advice and guidance.
- To prepare students for the world of work, by supporting them to develop employability skills, gain work experience and learn enterprise skills.
- To develop College-wide ethos to promote progression routes and provide a good understanding of the labour market.
- To raise opportunity awareness and aspirations of all students and to support career decision management skills.
- To nurture and motivate students to actively seek opportunities for further study, training and/or employment regionally, nationally and internationally.
- To provide careers advice and guidance that is personalised, impartial and independent, that takes a customer-centred approach to ensure that the best interests of the learner are met.
- To initiate, encourage and nurture enterprise through activities and tutorials.

4. SCOPE AND LIMITATIONS

This policy is intended to provide all Higher Education students with access to a robust and credible Careers and Employability Service.

5. RESPONSIBILITIES

5.1. The Askham Bryan College Careers and Employability Service will:

- Employ highly trained and qualified careers advisers
- Ensure implementation of this policy at the College

5.2. The Higher Education Careers Adviser will:

- Work with the Higher Education Course Managers to ensure that Higher Education Careers, Progression and Employability is embedded in all courses
- Promote a College-wide ethos of sharing future employment and study opportunities that are linked to the labour market
- Promote opportunities for students to combine academic study with real life work skills and/or work experience
- Provide enrichment activities throughout the academic calendar that raises aspiration and awareness of opportunities for further study, gap year and employment
- Provide excellent Careers Guidance and support with career decision making

5.3. Higher Education Course Managers will:

- Work with the Higher Education Careers Adviser to ensure that Higher Education Careers, Progression and Employability is embedded in all courses
- Actively promote the College Careers and Employability Service through group tutorials and appraisals

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- Liaise with the Higher Education Careers Adviser to promote, co-ordinate and advertise careers and progression-related activities
- Co-operate with the Higher Education Careers Adviser to ensure student access to the Careers and Employability Service

6. IMPLEMENTATION ARRANGEMENTS

The policy has been updated to reflect the changes in the progression routes for Askham Bryan graduate students. The changes will be overseen/coordinated by HE Careers Adviser.

The Careers Adviser will promote Higher Education Careers, Progression and Employability amongst all teaching staff and students across the College.

Course Managers/Lecturers through tutorials will encourage the development of employability skills, promote work opportunities and work with the Careers and Employability Service to ensure all students are aware of opportunities and are developing employability skills that will better prepare them for the world of work.

7. MONITORING AND REVIEW

Measuring the effectiveness of the Higher Education Careers, Progression and Employability policy provides a gauge to whether the service is meeting the needs and provides positive outcomes for students. The College will measure these factors through:

- Progression data for graduates and all HE leavers from data collected from the Graduate Outcomes survey
- An annual review of policy and activity which takes account of changes in the labour market, needs of industry and both national and international opportunities
- Consultations with students across all departments to understand their experiences, expectations and outcomes
- Feedback questionnaires to capture and student and staff feedback on the Careers and Employability service

8. SUPPORTING/RELATED DOCUMENTS

- The UK Quality Code for Higher Education (QAA) Part B: Assuring and Enhancing Academic Quality

9. REGULATIONS

In all aspects of the careers advice process the College will comply with the following regulations:

- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- QAA Quality Code for Higher Education 2018

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