

## **Statement of Service for Students and Graduates**

### **Introduction**

#### **Careers, Employability and Skills Mission Statement**

Careers, Employability and Skills (CES) aims to provide a professional Career Education, Information, Advice and Guidance Service *and to play an integral role in supporting our students and recent graduates to decide on their future career direction and enhance their employability.*

### **Aim**

To complement the University's academic programmes by providing opportunities for you to enhance your employability, and through its activities facilitate the development of your Career Management Skills.

### **Objectives**

Within the available resources

- To develop and deliver a professional, impartial and confidential career education, information, advice and guidance service in line with quality standards.
- To develop and maintain relationships with employers providing a gateway to enable you to meet and engage with organisations interested in recruiting Queen's students.
- To advise and inform you on employment trends and the importance of developing employability skills.
- To ensure our high quality provision meets your needs.
- To take an active role in the life of the University and to support delivery of its mission at local and national and international level.

### **Who can use Careers, Employability and Skills?**

Current undergraduate and postgraduate students and graduates (up to two years following your graduation) of Queen's University Belfast may access the full range of CES services. Queen's graduates, students, graduates of other universities and prospective students may access information facilities.

### **Expectations**

#### **Your expectations of Careers, Employability and Skills**

Our service operates in accordance with the AGCAS Code of Ethics so you can expect the career education, information and guidance provided to be confidential,

non-directive, underpinned by equality of opportunity and accessible to eligible users.

### **Our expectation of users**

We expect you as a user of our service to

- Take responsibility for making your own decisions, researching your career choices and taking action to realise your career goals
- Be prepared to recognise and work through the guidance process
- Inform us in good time if you are unable to attend booked interviews, workshops etc
- Attend in good time for interviews and group sessions
- Complete any preparatory work we request, for example, prior to a guidance interview
- Advise us if you have specialist needs
- Tell us if you cannot find what you are looking for
- Use computer and other facilities appropriately

### **Services we offer**

Our services are provided by staff that are friendly, approachable, professional and appropriately qualified.

### **Access to Guidance**

Individual career guidance with a careers consultant is provided either by booked appointments or e-guidance on MyFuture

Two types of appointments are available, both must be booked in advance on MyFuture. The first is a 30 minute career consultation to discuss any aspect of your career management. This is an in-depth impartial process. The second, is a 15 minute appointment to receive feedback on your CV or LinkedIn profile.

*\*For access to a dedicated service for students in [Biological Sciences](#), [EEECS](#) and [Postgraduate Research students](#) alternative arrangements are in place and communicated to relevant student groups by specialist Careers Consultants*

### **Careers & Employability Programmes**

CES and school specific careers programmes, modules and workshops aim to develop your employability skills, encourage you to engage early in planning your career, exploring options and opportunities.

Examples of workshop content include:

- Preparation for placement
- Job search
- Application, CVs, Interviews and Assessment Centres
- Further and postgraduate study

A range of accredited Career Management and Employability Skills programmes are available both centrally and on a schools basis. Many of these lead to the award of Degree Plus.

Examples of programmes include:

- Insight into Management
- Skills for Success
- International Student Employability Programmes; Global Leaders or NY Networking
- Brussels Workplace Study Tours
- MEDIA Programme (producing The Edit magazine and online Careers & Employability information)

## **Information**

We have a Careers, Employability and Skills Information Resource Area situated on the ground floor of the Student Guidance Centre, containing free material to assist you in making well informed career decisions, information on career pathways, graduate employers, training opportunities and volunteering.

Through our [website](#) you have access to:

- Careers Information by school and by sector including graduate destinations by school and relevant job websites
- Advice and tips on CVs, interviews, psychometric tests etc.

We also use a variety of social media to keep you up to date with what's happening in CES.

## **Careers and Placement Fairs**

CES organises a series of events designed to help you meet with graduate recruiters and access graduate, placement and internship vacancies. Details of these can be found on MyFuture career management platform.

## **Global Opportunities**

Internationalising your Queen's experience can be an excellent way of developing personal and employability skills, experiencing exciting new cultures, gaining a more

global outlook and perspective as well as an opportunity to meet new people and have fun.

Examples of international opportunities include:

- Erasmus
- University Exchange Programme
- Study USA / Study China
- IAESTE / Washington Ireland Programme / Project Children / US Internships

### **OnCampus Jobs**

[OnCampus Jobs](#) provides an opportunity for QUB students to develop their employability skills through gaining part-time work and/or one year placement experience on campus, throughout the academic year.

### **Facilities for Students With A Disability**

We have a close working relationship with the Disability Services in the University. The Student Guidance Centre is fully accessible and information will be made available in alternative formats if requested. If you have any additional requirements, where possible, we will make arrangements to facilitate you.

### **User Feedback/Improvement**

CES is committed to continuous quality improvement and we use surveys to capture feedback. Suggestion boxes are also available in the CES Information Resource Area of the Student Guidance Centre.

Should there be cause for complaint, students should follow the [University Complaints procedure](#).

### **How To Contact Us**

Telephone: 028 9097 2727

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

In Person:              Careers, Employability and Skills  
                                  Student Guidance Centre, Queen's University Belfast  
                                  University Road, Belfast, BT9 5BN