

Statement of Service for Schools

[Careers, Employability and Skills](#) (CES) provides a professional Career Education, Information, Advice and Guidance (CEIAG) Service in partnership with Schools to support our students and recent graduates to decide on their future career direction and enhance their employability.

CES regards itself as an integral part of the University, with a pivotal role to play in contributing to the development of employability, as increasingly expected by HE funders, policy-makers, auditors, employers and students themselves. Our aim is to complement the University's academic programmes by providing opportunities for students to enhance their employability and graduate employment prospects, and through our activities, facilitate in the development of their Career Management Skills.

In order to promote and facilitate this process, and to support the University in developing the employability of its students, we offer a range services:

Design and delivery of tailored CEIAG programmes in partnership with each School and across all years to facilitate students' career development learning both within and outside the curriculum, including provision of information, core careers education and guidance related activities. In addition, through designated Careers Consultants and academic Careers Liaison Adviser (CLA) contacts we provide information on graduate and placement vacancies and other opportunities, and a range of career programmes to develop students' employability.

Support for pre-entry and induction support across all years – CES staff support School open days and other pre-entry activities, such as widening participation events. We provide induction talks to students of all levels.

Delivery of relevant management information, including support for the Graduate Outcomes survey (previously Destinations of Leavers in Higher Education (DLHE)), the National Student Survey (NSS), First Year Experience (FYE), Second Year Experience (SYE), Postgraduate Taught Experience (PTES) and Postgraduate Research Experience (PRES) surveys. Careers Consultants interpret information concerning labour market patterns and trends for students through resources such as the Careers website..

Management meetings and support to Schools in delivering CEIAG, information to CLAs and placement staff and other relevant academics – to develop awareness and understanding of CES' remit and activities, particularly in terms of how these affect students, course design and preparation for programme enhancement.

Brokerage/gateway to graduate employers - employer presentations, activities such as the facilitation of mock interviews, guest lectures and participation in Invest NI meetings etc form part of the provision of a comprehensive information resource relating to occupations, further study and funding, employers and vacancies, applications and interviews.

Specialist career and placement services: There are dedicated and School-funded CEIAG and placement services for undergraduate and postgraduate taught students in the Schools of Biological Sciences and EEECS

Provision of programmes, initiatives and information on a range of opportunities including vacancies, placements and internships, Development Weeks, Oncampus Jobs (for campus-based part-time work), scholarships, competitions, etc. We liaise with an extensive range of employers and other organisations for the promotion of interest in Queen's

University Belfast students and graduates for recruitment, placement, project and vacation work purposes. CES also supports Queen's strategy for increasing students' global outlook through participating in International opportunities such as Study USA, IAESTE, Erasmus etc

Accreditation opportunities for students – students completing various kinds of work-related learning can gain accreditation via Degree Plus

Facilitating a Work Related Learning Community of Practice - that gathers an evidence base of shared learning in WRL emerging across the University, identifying sector policy and practice resources that can support the mitigation of risk and resolution of issues for staff responsible in the growing diversity of work related learning. Details at <http://www.qub.ac.uk/directorates/sgc/careers/Staff>

Facilitating staff development through programmes such as PGCHET and courses/seminars on topics such as internationalisation and employability.

Comments

Your opinions about the services provided will be sought on a regular basis, so that activities and information provision can be adapted to meet your needs and so that quality standards can be met.

If you think there are improvements which can be made, CES would like to hear from you. If you would like to discuss your ideas for employability-related initiative with a relevant member of staff, please contact the Careers Consultant with responsibility for your School. Alternatively, you may wish to discuss any concerns with the appropriate team leader. All complaints will be responded to.

Equal Opportunities

As a member of AGCAS (the Association of Graduate Careers Advisory Services), Queen's University Belfast Careers, Employability and Skills is committed to promoting equality of access and treatment in education, employment, training and guidance, regardless of race, religion, gender, disability, marital status, social class, age or sexual preference. Forms of unlawful direct and indirect discrimination, or unequal treatment or unethical behaviour, will be challenged.