

## Statement of Service for Schools

[Careers, Employability and Skills](#) (CES) aims to provide a professional Career Education, Information, Advice and Guidance (CEIAG) Service in partnership with Schools to enable students and graduates to make informed decisions about their career choices, realise goals and to develop the ability to manage their career throughout their working life.

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 Adviser 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 are involved in School open days and other pre-entry activities, such as widening participation events. We also take part in first year induction, and, where offered, inductions to other levels

**Delivery of relevant management information**, including the collection and dissemination of the annual Destinations of Leavers in Higher Education (DLHE) for use by HESA, the institution and, (through their Careers Advisers) with students, and information concerning labour market patterns and trends, resources such as the Careers website, Queen's Careers Guide and other careers information.

**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 subject review or audit.

**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** eg to Computer Science, Biological Sciences, Stranmillis (funded) - there are dedicated and School-funded CEIAG and placement services for undergraduate and CEIAG services to postgraduate taught students in the Schools of Biological Sciences, Computer Sciences and Stranmillis College.

**Provision of programmes, initiatives and information on a range of opportunities** including vacancies, placements, Oncampus Jobs (for campus-based part-time work), postgraduate, scholarships, competitions, peer mentoring 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 placements, both compulsory and non-compulsory, as well as other kinds of work-related learning can gain accreditation via a range of options including City & Guilds, and, via Degree Plus, the Queen's Employability and Skills Award (QESA)

**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 Matrix 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 Adviser 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.