



## Careers and Employability service – Statement of Service

### Aims of the service

To provide high quality advisory and information services to students and graduates of Leeds Trinity University, tailored to individual need and responsive to labour market trends.

To work collaboratively with a range of employers to provide undergraduate placements, assist with recruitment activities and deliver career-focused learning.

To enhance student employability and 'unlock' and encourage entrepreneurial skills, through taking an active role in the provision of learning and teaching support in collaboration with lecturing staff and integrated within academic courses.

### Key objectives

*To provide impartial information and guidance to students and graduates to help generate ideas, prioritise options and develop a plan of action to assist with the transition from University to employment/further study.*

The Careers Information Room in AG11 is accessible to students and graduates of other universities (excludes book loans or database access). It is open all year round including vacations (excluding University closure).

Students may access information about the Service at all times through our intranet/web page listed under Student Services.

We can provide students and recent graduates with information and guidance on the following:

- Career planning and job/course search strategies
- Career management and employability skills
- Recruitment and selection methods
- Careers and professional training
- Graduate vacancies and organisations that regularly recruit students
- Vacation and part-time work
- Volunteering opportunities
- Professional Placements
- Post-graduate study and funding options
- Self-employment /freelance work and business start up
- Work and study abroad
- Changing or leaving present course

Where appropriate, referral is made to external agencies so that students may receive further support.

*To engage with employers through establishing and maintaining links, collaboration in relevant local and regional partnerships and connecting with employers with regard to undergraduate placements, volunteering, student and graduate job opportunities including internships.*

Activity:

- Engage with a range of employers to organise student work placements
- Liaise with voluntary organisations to advertise and promote volunteering opportunities
- The Jobshop facility – connects with local employers regarding casual, part-time and holiday work and national/international employers regarding graduate opportunities including internships
- Embed employer led curriculum activities
- Coordination of Employability and Enterprise Week
- Management of graduate internship scheme with local/regional businesses
- Established links with business mentors
- Hosting of a local business network
- Collaboration in relevant local and regional partnerships

*To collaborate with academic colleagues to support the teaching of employability, enterprise and career management within the curriculum, exchange information regarding labour market data and promote student engagement in employer/careers focused workshops.*

Activity:

- Support the development of employability and enterprise themes as part of the Learning and Teaching Strategy
- Develop and deliver careers management programmes within the curriculum
- Consultation and teaching support of Professional Placement Modules Level 4 and 5
- Coordinate MasterClass Business Start-up course
- Annual programme of optional lunchtime workshops and employer events
- Disseminate destination statistics, including reporting to Departmental Academic Committees and Academic Board
- Share information regarding the changing graduate employment market
- Participate within Leeds Trinity deliberative structures via the Director of Careers and Employability

## Accessing the service

Ways in which the service enables users to access advice, guidance and information:

- Qualified and experienced Careers Advisers, offering one to one private and confidential guidance appointments and a 'drop in' service on Tuesday and Thursday 1pm – 2pm in term time.
- Experienced Placement Advisers.
- The Careers Information Room with open access and an environment that is welcoming to all users. (Our usual opening times are 9am – 4.30pm, Monday to Friday, with reference texts, handout materials, employer directories, online careers exploration programmes and Internet access.)
- Online careers resources that can be accessed via our intranet page, web site at [www.leedstrinity.ac.uk/careers](http://www.leedstrinity.ac.uk/careers) and the Careers zone on the Leeds Trinity Virtual Learning site Moodle.

- Email dialogue via [careers@leedstrinity.ac.uk](mailto:careers@leedstrinity.ac.uk) and social media.
- Advertisement of employer presentations, careers and recruitment fairs.
- Lunchtime workshops.
- Career management sessions within the curriculum.
- Level 4 student induction talks with discrete sessions for international students.
- In accordance with the University's Equality & Diversity Policy, we endeavour to offer services in formats and locations to meet the needs of all users

## Evaluation

We value feedback about our service. We conduct an annual evaluation exercise and encourage comments and suggestions. We are always willing to discuss individual requirements.