

Code of Practice for Careers Education, Information and Guidance

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Date	Supersedes	Description of Change
1 February 2020.	2018 Version.	Reflects changes to reporting structures and reports through the Fee and Access Plan instead of the Matrix Quality Standard.

Document Owner	Approved By	Date Approved	Review Frequency
Student Services and Careers and Employability Service.	Senate Regulations and Special Cases Committee.	4 October 2018.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

Code of Practice for Careers Education, Information and Guidance



PRIFYSGOL
BANGOR
UNIVERSITY

This Code outlines the provision of career guidance available to students.

Introduction

1. Careers Education, Information and Guidance (CEIG) includes a range of activities and services including employability skills and personal development, career planning, career management, volunteering and work-based learning. CEIG is embedded in the teaching and learning experience and impacts on institutional priorities such as recruitment, retention, employability, work experience, widening participation and widening access.
2. CEIG activities support several strategic objectives in the University's Strategic Plan, Teaching & Learning Strategy, and Fee & Access Plans. CEIG is also an element in other Codes of Practice including the codes of practice for placement learning and programme approval.

Aims of Careers Education, Information and Guidance at Bangor University

3. Through a range of processes, experiences and facilities, CEIG is intended to:
 - Provide students with the skills and ability to manage their own life-long process of learning, personal development and career management.
 - Enable students to prepare for, and make effective decisions about their futures based on a clear understanding of themselves in relation to present and future opportunities.
 - Through participation in the Bangor Employability Award, and other similar initiatives, enable students to recognise, develop and acquire the employability skills that are required to compete successfully within the labour market.
 - Enable students to develop enterprise and employability related skills, and support students wishing to consider entrepreneurship as a personal opportunity.
 - Promote student enterprise and entrepreneurship, to facilitate student and graduate business start-ups.
 - Support the economic development and prosperity of the region through the provision and supply of skilled, knowledgeable and work-ready students and graduates.

- Support BU's commitment to foster regional and international collaborations with industry.
4. In order to achieve its aims, the CEIG provision will be:
- **Impartial:** Advice, guidance and information is offered impartially allowing students to make their own personal choices.
 - **Client-focused:** Advice, guidance and information focuses on the individual student's requirements. Information and resources are held in a variety of formats to enable students to gain access 24/7; this includes web-based information. There is a commitment to developing E-learning resources that will be made available through BU's virtual learning environment.
 - **Confidential:** Client records and information are maintained in accordance with the requirements of the new General Data Protection and Freedom of Information Acts 25 May 2018.
 - **Collaborative:** Provision for CEIG activities is developed and delivered in a collaborative partnership between the Skills and Employability Service (SES), academic colleges and schools, students and other key partners including employers and other agencies.
 - **Accessible:** Activities are developed and made available in ways that allow and encourage full access and participation by all individuals, including disabled students and part-time students.
 - **Bilingual (Welsh/English):** CEIG is provided in the student's language of choice. To comply with the University's new Welsh Language standards April 2018 and all BU information resources are provided bilingually. Welsh-medium workshops and events are held to meet student demand.
 - **Quality Assured:** Services and activities are subject to internal and external audit and quarterly assured through oversight from both the Student Services task group and Employability Strategy Group. The SES provisions will demonstrate compliance with recognised CEIG Quality Standards.
 - **Defined:** CEIG provision and its intended outcomes are promoted to prospective and current students through the University Prospectus, websites, leaflets/flyers, promotional events, and via colleges and schools. All students and graduates are to be made aware of their entitlement to CEIG services through SES's Statement of Service, online resources and through the Alumni Association.

Delivery of Careers Education, Information & Guidance

5. CEIG is delivered through a wide range of processes and with a diverse group of partners. CEIG employability services and activities are delivered by the SES, however a wide range of CEIG activities occur within academic schools and colleges and as a result of initiatives led by other sections of the University.

Careers Education, Information and Guidance Services

6. Core services are provided by the SES and are articulated through a Statement of Service.
7. SES' services include careers education, advice and guidance, enterprise and entrepreneurship, services to employers, services to graduates, work experience and work placement initiatives, volunteering, work shadowing and part-time job opportunities. Many of these services are delivered through the SES's website, and are marketed through the university intranet, and by other, electronic means e.g. Targetconnect.
8. The SES delivers CEIG in partnership with academic schools and colleges and as part of the Bangor Employability Award. Activities include the development and delivery of the career management elements of the Award's core programme as well as discipline-specific provision that can contribute to students' completion of the Award.
9. CEIG services delivered by SES are freely accessible to any enrolled student, following any mode of study (full-time, part-time or distance learning) as long as they are undertaking the equivalent of at least 60 credits per academic year. Graduates are entitled to access CEIG services for up to three years after graduation.
10. Academic departments may offer in-house CEIG services to any student, depending on their available employability resources.

Curriculum Based Provision

11. Within academic schools and colleges, CEIG provision and outcomes are articulated through programme specifications and learning outcomes, and through the optional Bangor Employability Award, which, together with the Higher Education Achievement Report (HEAR), provides a framework for students to gain recognition of co-curricular and extra-curricular skills and experience.

Roles and Responsibilities

12. Responsibility for CEIG lies primarily with the SES, situated within Student Services. The work of the SES is guided by the Employability Strategy Group, which reports directly to the Executive.

Role of the Institution

13. The Institution will:

- Ensure there are resources available to support CEIG requirements recognising the key role that the SES has to play in developing and increasing employability skills amongst undergraduates.
- Develop appropriate institutional targets and benchmarks for CEIG provision and services.
- Support and monitor CEIG services through relevant strategies and employability plans including the University's Strategic Plan, Teaching & Learning Strategy, and Fee & Access Plans.
- Ensure that CEIG interests are represented in appropriate internal decision-making forums to promote CEIG and enable closer collaboration between the SES and academic schools and colleges.

Role of the Skills and Employability Service

14. SES will:

- Provide the University with an institutional lead on CEIG, particularly in relation to employability and to advise the Institution and academic schools and colleges on programme specifications and learning outcomes as they relate to transferable skills and graduate employability.
- Provide a broad range of individual services to students and academic staff to develop, enhance and facilitate skill development initiatives. These include activities in support of the Bangor Employability Award, the provision of a student employment bureau (Targetconnect@bangor), work placement schemes (GO Wales achieve through work experience), and student enterprise and entrepreneurship projects.
- Provide the Planning and Student Data Office with support in the analysis and dissemination of data on the destinations of graduates, using the Graduate outcomes survey.
- Ensure that the Institution, academic schools and colleges and students remain informed about employability trends.
- Develop and maintain comprehensive local, regional and national networks with guidance services and agencies.
- In partnership with other University employer-related departments, develop and maintain relationships with regional and national employers, ensuring that their needs and viewpoints are understood and influence provisions where appropriate.

- Work with academic schools and colleges to develop appropriate careers education and work-based learning provision and resources as part of the school's delivery of employability provision.
- Maintain close links with the Students' Union with regards to the broader 'student experience' and with particular reference to work experience provision, volunteering programmes and shared promotion of employability issues.
- Support the Institution's Widening Access Strategy, ensuring that the needs of non-traditional students are understood and recognised, and that their career development and employability needs are met.
- Support the needs of international students by working with the International Education Centre, academic schools and other student services.
- Work collaboratively with other services within Student Services, including Disability Services, Student Administration and Student Engagement.

Role of Academic Schools and Colleges

15. Academic schools and colleges will:

- Identify relevant employability skills that are implicit within programme specifications and ensure that these outcomes are made explicit to prospective and future students.
- Designate relevant members of academic staff to liaise with SES. The member of staff will look at needs and help develop a mutually agreed programme of in-house and bespoke activities to develop employability skills and support the school's delivery of the Bangor Employability Award.
- Support students' CEIG needs through development of a careers/employability element on their websites and via links to appropriate central resources.
- Ensure, with the support of staff in SES, that staff delivering CEIG in schools and colleges access appropriate development and training.
- Liaise with the SES to provide the best possible CEIG to their students through the Bangor Employability Award, work experience, and other embedded employability activities.

Role of Students

16. Students will be expected to:

- Take personal responsibility for their own career planning, supported by the institutional CEIG provision available through their academic schools and the SES.
- Take full advantage of the CEIG provisions made available within and offered outside their curriculum including the Bangor Employability Award.
- Participate in CEIG service evaluations and provide feedback whenever appropriate.
- Reflect and review their own progress through personal development planning using the Employability Hub within MyBangor, the HEAR and the Bangor Employability Award.

Role of Employers and External Partners

17. The institution will:

- Ensure that CEIG provision reflects developments and changes in the global employment market through close collaborations with external partners and employers in the immediate region, across the UK and internationally.
- Facilitate and maintain employer liaison and input to the University.
- Facilitate employers and other opportunity providers in communicating their employment, volunteering and internship opportunities to the University community.
- Encourage greater employer and external partnership involvement in the process of CEIG and the development and delivery of the Bangor Employability Award in order to enhance insight into employer expectations and needs.
- Develop ways to provide an effective exchange of information and improve understanding between employers and staff delivering CEIG.
- Maximise and promote the value of work experience, work-related learning and entrepreneurship to students, staff and employers.
- Work with employers and external partners in the sourcing and disseminating of available Labour Market Information (LMI) to cover local, national and international markets.

Quality Assurance

18. CEIG will be delivered in line with internal and national requirements. Quality Assurance systems will include:

- CEIG services to be developed and delivered in line with relevant QAA standards, policies and related Codes of Practice.

- CEIG services to be delivered in line with AGCAS standards, and as outlined by National Association of Student Employment Services (NASES).
- CEIG services to be subject to review during institutional audits and internal academic and service department audits.
- Employability Strategy Group to ensure that Code of Practice for CEIG is appropriately implemented.

Monitoring & Evaluation

19. CEIG services and activities will be monitored and evaluated through a number of mechanisms, including:
 - SES undertaking regular evaluation of core CEIG services with service usage data, measures of impact and client feedback being reported to the Director of Student Services for inclusion in the Student Service Annual Report which is presented at Senate and the Student Experience Strategy Group.
 - CEIG services and provision reported on annually against targets set by the University's HEFCW Fee & Access Plan.