



Lincoln Bishop University

Document Administration

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***Please Note:** This document remains valid until formally revoked or replaced by the University.

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VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	13 December 2017	Policy first issued
2.0	17 May 2023	Changes made prior to University re-structure
3.0	21 August 2024	Updates made post University re-structure

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1. CAREERS POLICY

- 1.1. Careers, Employability and Enterprise Education, Information, Advice and Guidance (CEEIAG) at Lincoln Bishop University is co-ordinated by The Hub and demonstrates a strong track record in graduate employability and an ongoing strategic commitment to continue to develop employability and enterprise.
- 1.2. CEEIAG provision at Lincoln Bishop University is not part of a combined careers service.

2. DEFINITIONS

- 2.1. **Careers** brings together learning and work, grounds them in the individual, and is about progression. It includes lifelong learning, paid employment, self-employment and unpaid work & volunteering.
- 2.2. **Employability** is defined as a 'set of achievements, skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupation which benefits themselves, the workforce, the community and the economy.' It is seen, therefore, not just about students 'getting a job', but students developing the skills and resilience to navigate their career journeys through their lives in an effective manner.
- 2.3. **Being enterprising** means having the mindset, initiative and ability to recognise opportunities and the confidence and creativity to make the most of them. This can make an individual an exceptional employee or they can choose to apply this to starting their own business.
- 2.4. **Being entrepreneurial** involves using enterprising skills to bring a business idea to fruition. It can mean being prepared to take a calculated risk in order to achieve success.
- 2.5. **Entrepreneurship** is defined as the application of enterprise skills, specifically to creating and growing organisations in order to identify and build on opportunities.

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2.6. Careers Information, Advice and Guidance is part of a University-wide approach and is delivered through:

- 2.6.1. Provision of The Hub Careers which includes individual student support, co-curricular and curricular support;
- 2.6.2. The delivery of Careers within the curriculum;
- 2.6.3. The embedding of Graduate Attributes within the curriculum;
- 2.6.4. The Graduate Attributes Excellence and Volunteering Awards; and
- 2.6.5. The development of Graduate Attributes Enhancement Modules.

3. GOVERNANCE

3.1. Careers is led by The Hub and has strategic and operational input from the Faculty, led by the Executive Dean: Teaching, Learning & Student Success, and by professional support services and the Students' Union via the Graduate Outcomes Group, which reports to the Academic Regulations Committee (ARC). Graduate Outcomes are regulated by an overarching policy.

4. STUDENT ENTITLEMENT

4.1. Users of The Hub CEEIAG provision are entitled to a service which is:

- 4.1.1. responsive and listens to the needs of users;
- 4.1.2. impartial in the advice and guidance it provides;
- 4.1.3. inspiring and motivational;
- 4.1.4. supportive of students being empowered in lifelong career management and developing graduate attributes;
- 4.1.5. safe and confidential, where personal information is respected and protected;
- 4.1.6. delivered by staff who are well-trained and suitably qualified to do their jobs and who undertake Continuous Professional Development;
- 4.1.7. research-informed and research-active;
- 4.1.8. actively committed to equality and diversity;
- 4.1.9. ethical, both in its delivery methods and through its commitment to sustainability;
- 4.1.10. aware of real and perceived barriers around access to services and works to address these in partnership with internal and external colleagues and services;
- 4.1.11. quality assured through both internal and external independent evaluation;
- 4.1.12. informed by the community including employers, professional bodies, training and education providers, voluntary organisations and strategic bodies such as the Local Enterprise Partnership.

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5. PROVISION OF THE CAREERS SERVICE

- 5.1. Suitably qualified staff conduct individual guidance interviews. Lincoln Bishop has adopted performance criteria for interviews, which include 'Preparation, Exploration and Diagnosis of Needs.' An action plan is produced in agreement with the student.
- 5.2. There is an expectation that students prepare for their guidance interviews. Information about how to do this is presented when they book an appointment.
- 5.3. A baseline questionnaire is offered to all first-year undergraduate students to identify their current position in relation to employability. In addition, it identifies students who may wish to start their own business. Both quantitative data and individual information around student need is recorded. The Hub staff are aware of students who have declared a disability and provide information targeted at these students. Services are tailored to support groups such as Foundation Year students and additional sessions are delivered as part of the taught curriculum. A career readiness scale will support this process.
- 5.4. Alumni are entitled to access CEEIAG support following graduation for at least five years. Prior to graduation, students are surveyed to ascertain if they have a planned destination. Those who do not, are offered support by The Hub. This process continues through The Hub graduate outcomes follow up, and where there is a need, they are offered a direct referral to The Hub services. The Hub follows up six, eight and 12 months after graduation to ensure those who have indicated they do not have a guaranteed destination are fully supported post-graduation.
- 5.5. The following statement is displayed in The Hub reception area and in interview rooms:
 - 5.5.1. "The Hub offers a confidential service. Any information disclosed will be handled sensitively and confidentially, in accordance with Data Protection and other legislation. We will not share information you provide with anyone outside our service unless we have your authorisation, except in exceptional circumstances."
 - 5.5.2. Within The Hub, information is shared on a need-to-know basis. Occasionally there is a need to share sensitive information without the individual's knowledge. Acting appropriately in situations like this depends primarily on exercising professional judgement. However, disclosures of personal data are always subject to current data protection legislation and reference is always made to the University's Data Protection Policy.

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- 5.5.3. The Hub staff record notes on the Target Connect system. This information is available to students in accordance with the University's Data Protection Policy and is kept in relation to the University's Retention Schedule.
- 5.6. It is the responsibility of all Careers staff to develop networks and partnerships. The benefits of this are as follows:
 - 5.6.1. to develop a network of individuals and organisations who can offer voluntary, part-time and full-time opportunities to students;
 - 5.6.2. to build a network of organisations and individuals who can offer input to the formal curriculum;
 - 5.6.3. to build a network of organisations and individuals who can offer input to co-curricular and extra-curricular activities and events, including 'live project' work;
 - 5.6.4. to ensure that activity is informed by the needs and experiences of employers, representative bodies and the voluntary sector; and
 - 5.6.5. to ensure such networks are informed by the principles of ethical recruitment.
- 5.7. An annual Partnership Agreement is negotiated between The Hub and each academic programme and between The Hub and the Students' Union. These are reviewed throughout the year. Partnership Agreements provide the opportunity to review strategic direction and agree operational delivery models tailored to each programme.
- 5.8. The Hub vacancy service offers full-time, voluntary and part-time opportunities to Lincoln Bishop students. Target Connect allows students to indicate the areas of work that they are seeking, in order to provide a connection through to employers and providers. All vacancies are reviewed in line with ethical recruitment.

6. THE EMBEDDING OF CAREERS WITHIN THE CURRICULUM

- 6.1. All undergraduate programmes have Careers and Employability embedded, in some cases through a Level 5 'Professional Contexts' module. Some also include a placement element, and/or the development of a professional portfolio including a CV, covering letter, action plan and a critical reflection relating theory to professional performance.
- 6.2. Graduate Attribute Enhancement Modules will embed further Careers within the Curriculum.

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- 6.3. Within Initial Teacher Training programmes, clearly the focus is to develop professional standards. However, this is supported by a range of sessions including interview skills, input from Teaching Unions, and Headteacher input on recruitment advice.
- 6.4. Within The Hub, students will have access to all student focused services including Careers, Student Advice & Wellbeing and Library services. This locality is used to ensure optimum support for all currently enrolled students and, in part, alumni.
- 6.5. The University supports a set of six research-informed Graduate Attributes. These are used as a framework for students to consider their personal development. Graduate Attributes support students to articulate and make sense of their learning from curricular, co-curricular and extra-curricular learning and development. A section on Graduate Attributes is included in validation and re-validation documentation for each programme of study.
- 6.6. The Graduate Attributes Excellence Award supports students to develop their personal development through recognition of activity such as part-time work, attendance at University activities, self-reflection and self-development, volunteering and a piece of reflective practice or mock interview. All activity is over and above Graduate Attributes elements embedded into each programme of study.
- 6.7. The Graduate Attributes Volunteering Award recognises the value of student volunteering regarding personal development, community gain and employability. The Hub delivers information, advice and guidance in relation to volunteering. This includes management of the Graduate Attributes Volunteering Award, provision of opportunities and the delivery of a Volunteering Fair.

7. CO-CURRICULAR AND EXTRA-CURRICULAR DESIGN AND DELIVERY

- 7.1. A range of opportunities are offered to students. These are designed to:
 - 7.1.1. complement what is taught via the formal curriculum;
 - 7.1.2. complement what is delivered by other professional support services e.g., Admissions, Learning Development, etc;
 - 7.1.3. take account of students needs as a result of student consultation; and
 - 7.1.4. take account of accessibility issues.

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8. ETHICAL CAREERS AND RECRUITMENT

- 8.1. When promoting employers and their opportunities, The Hub Careers service is committed to working in the best interests of students, environmental sustainability and wider ethical considerations.
- 8.2. As a result, employers are reviewed against the following criteria:
 - 8.2.1. The Hub does not have relationships with companies involved in fossil fuel, mining, arms dealing, the sex industry or tobacco. This is part of our commitment to ethical recruitment and environmental sustainability. It includes, but is not limited to, attendance at careers events and other recruitment opportunities, posting role vacancies, sponsorships and advertising. The above list of industries is not exhaustive and work with any particular company may be limited or rejected where there is considered to be an ethical conflict of interest with the University as a whole.
 - 8.2.2. We may choose not to work with companies which are not aligned to our curriculum (e.g., industries that require qualifications in subjects not taught at this University) or where we feel we cannot adequately support the company in recruiting the right candidates.
 - 8.2.3. Lincoln Bishop students are entitled to receive impartial one-to-one careers guidance from The Hub team on any industry of their choosing.

9. QUALITY ASSURANCE

- 9.1. The Hub Careers undertakes a peer monitoring process based on agreed performance criteria. Each member of staff undertakes two peer observed interviews per year.
- 9.2. Action plans adhere to the standards for the presentation of action plans and sampling takes place by the Executive Dean: Teaching, Learning & Student Success.
- 9.3. All students accessing face-to-face guidance are sent an electronic questionnaire to capture feedback. These are reviewed periodically by The Hub team. Sessions are evaluated using Target Connect feedback.
- 9.4. The Hub has achieved Matrix accreditation and the AGCAS Membership Quality Standard. These are regularly reviewed in line with re-accreditation timelines.
- 9.5. Quality Assurance for Careers is overseen by the Annual Monitoring Process.