

# **Stranmillis University College Policy Statement on Careers Education Information and Guidance**

## **Background**

The QAA's Code of practice for the Assurance of Academic Quality and Standards includes a section on Careers Education Information And Guidance (CEIG), Section 8, which was published in January 2001, with an expected date of implementation of January 2002.

The Code defines CEIG as

*'An amalgam of processes, facilities and opportunities designed to enable individuals to prepare for, and make effective decisions about, their roles in present and future labour markets.'*

and sees it as encompassing

*'personal transferable skills, development and articulation, self-assessment and personal review, labour market information, career goal setting and decision making, action planning, and the communication and self-presentation skills necessary for career management.'*

The Code recognises the changes across the higher education sector, eg

- the increasing diversity of the student population
- emphasis on individual students' responsibility for their own learning and career management
- the importance of resources, including ICT
- the changing graduate labour market

and the consequent importance of CEIG to students, their families and the wider economic and business community

With a view to demonstrating that Higher Education institutions are both meeting students' expectations in respect of their preparedness for their future career and producing graduates equipped to meet the needs of the current employment market, the Code recommends all Higher Education institutions put in place an institution-wide strategy for the delivery of CEIG, which integrates the various roles of academic departments, Careers and other services, and employers in a coherent and clearly understood process.

## **Stranmillis University College Policy Statement on Careers Education Information and Guidance**

Careers education information and guidance (CEIG) is an amalgam of processes, facilities and opportunities designed to enable individuals to prepare for, and make effective decisions about, their roles in present and future labour markets. It involves the development and articulation of personal transferable skills, self-assessment and personal review, labour market information, career goal setting and decision-making, action planning and the communication and self-presentation skills necessary for career management.

In light of its mission:

*'to sustain a critical community of educational excellence in teaching and research in a shared learning environment where diversity is welcomed, in order to help meet the professional needs of society in Northern Ireland and beyond'.*

and in keeping with its policies on equal opportunities and disability, the University College recognises the need to ensure that its graduates are

- well prepared for their future career
- equipped to meet the needs of local, national and international employers

and that the provision of a full range of CEIG services involves a close working relationship between Course Teams, Student Services, the Queen's University Careers Service, based at the University College, and students.

The University College will:

- a Provide information for students which clearly identifies both
  - how the skills and knowledge acquired through degree study link to their career development
  - what CEIG services are available to students while registered at the University College and after graduation
- b provide opportunities for all students to develop their career-related knowledge and skills
- c develop and maintain links with employers and CEIG providers to maximise benefits to students and employers
- d provide staff training and development opportunities for all staff involved in CEIG activities.
- e set, monitor and review standards across the University College to be achieved in relation to the provision of CEIG

Within the context of these principles, the Director (Staff & Student Services) and the Queen's University Careers Service, based at the University College, will work with Course Teams to co-ordinate and report CEIG-related activities and evaluate their effectiveness.