



## Higher Education Careers, Progression and Employability Policy

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. DOCUMENT HISTORY

Date of Issue: November 2023

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SLT Owner: HE Academic Registrar

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### 2. POLICY STATEMENT

Askham Bryan College is committed to raising aspirations, equipping students with the necessary skills, attributes and confidence to successfully progress in their careers. This will be achieved through a programme of study, industry links/employer engagement, the Careers and Employability Service, and a College-wide collaborative programme of activities. This Careers, Progression and Employability Policy includes a range of activities including: Careers Education; Information, Advice and Guidance; Employability and Enterprise.

### 3. PURPOSE

Askham Bryan College is committed to ensuring consistency of careers, progression and employability provision to all students studying higher education at the College.

#### 3.1. The College aims to:

- Provide a robust and credible Careers and Employability Service for all students on Higher Education programmes.
- promote the diverse ways in which the College supports career development of all its students to encourage access and uptake of that support.

## HIGHER EDUCATION CAREERS, PROGRESSION AND EMPLOYABILITY POLICY POLICY 2023 - 2025

- Clearly communicate to student's what support that they can expect and from whom including the roles that academic staff, departments and the Careers and Employability Service play in delivering careers support.
- work with different departments in making links with relevant external stakeholders, to help identify and make use of employers' needs and opinions to develop learning that is relevant for the job market.
- To contribute to meeting the requirements of the OfS regulatory framework in ensuring positive student outcomes, by ensuring the College has appropriate resources and arrangements in place to develop student's academic, personal and professional potential, which are appropriately monitored and evaluated

### 3.2. The Careers and Employability Service aims to:

- To ensure all students understand and take advantage of their entitlement to careers education, information, advice and guidance.
- To prepare students for the world of work, by supporting them to develop employability skills, gain work experience and learn enterprise skills.
- To develop College-wide ethos to promote progression routes and provide a good understanding of the labor market.
- To raise opportunity awareness and aspirations of all students and to support career decision management skills.
- To nurture and motivate students to actively seek opportunities for further study, training and/or employment regionally, nationally and internationally.
- To provide careers advice and guidance that is personalised, impartial and independent, that takes a customer-centered approach to ensure that the best interests of the learner are met.
- To initiate, encourage and nurture enterprise through activities and tutorials.
- To provide awareness raising opportunities for HE students around further study options, including post-graduate study.

## 4. SCOPE AND LIMITATIONS

This policy applies to all students enrolled on Higher Education Courses at Askham Bryan College.

The policy has been updated to reflect the changes in the progression routes for Askham Bryan graduate students. The changes will be overseen/coordinated by HE Careers Adviser.

The Careers Adviser will promote Higher Education Careers, Progression and Employability amongst all teaching staff and students across the College.

Course Managers/Lecturers through tutorials will encourage the development of employability skills, promote work opportunities and work with the Careers and Employability Service to ensure all students are aware of opportunities and are developing employability skills that will better prepare them for the world of work.

The College has a strategic focus on developing positive outcomes for all students and operates a range of activities to support this as part of the Access and Participation Plan.

## **5. RESPONSIBILITIES**

5.1. The Curriculum Areas Managers for Higher Education Provision will have overall responsibility for ensuring compliance with this policy. The Curriculum Areas Managers for Higher Education Provision will be assisted by careers advisors, course managers and curriculum team leaders to ensure compliance with this policy.

5.2. The **Askham Bryan College Careers and Employability Service** will:

- Employ highly trained and qualified careers advisers.
- Ensure implementation of this policy at the College.

5.3. The **Higher Education Careers Adviser** will:

- Work with the Higher Education Course Managers to ensure that Higher Education Careers, Progression and Employability is embedded in all courses
- Promote a College-wide ethos of sharing future employment and study opportunities that are linked to the labour market
- Promote opportunities for students to combine academic study with real life work skills and/or work experience
- Provide enrichment activities throughout the academic calendar that raises aspiration and awareness of opportunities for further study, gap year and employment
- Provide excellent Careers Guidance and support with career decision making.
- Provide careers advice and guidance to alumni.

5.4. **Higher Education Course Managers** will:

- Work with the Higher Education Careers Adviser to ensure that Higher Education Careers, Progression and Employability is embedded in all courses

Actively promote the College Careers and Employability Service through group tutorials and appraisals.

- Liaise with the Higher Education Careers Adviser to promote, co-ordinate and advertise careers and progression-related activities
- Co-operate with the Higher Education Careers Adviser to ensure student access to the Careers and Employability Service.
- Course managers will also champion and promote the future completion of the Graduate Outcomes survey to those students are due to graduate.

## **6. MONITORING AND REVIEW**

6.1 Higher Education Academic Registrar will maintain oversight of the effectiveness of these arrangements.

## **HIGHER EDUCATION CAREERS, PROGRESSION AND EMPLOYABILITY POLICY POLICY 2023 - 2025**

This policy and the implementation arrangements which underpin it will be reviewed every two years by the Curriculum Area Managers and via the HE Academic Standards and Quality Committee and HE Academic Board.

Measuring the effectiveness of the Higher Education Careers, Progression and Employability policy provides a gauge to whether the service is meeting the needs and provides positive outcomes for students. The College will measure these factors through:

- Progression data for graduates and all HE leavers from data collected from the Graduate Outcomes Survey.
- An annual review of policy and activity which takes account of changes in the labor market, needs of industry and both national and international opportunities.
- Consultations with students across all departments to understand their experiences, expectations and outcomes
- Feedback questionnaires to capture and student and staff feedback on the Careers and Employability service.

## **7. SUPPORTING/RELATED DOCUMENTS**

HE Work Placement Policy  
Veterinary Nursing Placement Policy

## **8. RELEVANT LEGISLATION**

8.1 In all aspects of this policy the College will comply with the following legislation:

- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- OfS Regulatory Framework