

# Careers Education, Information and Guidance

## UPR SA09 version 08.0

### Policies superseded by this document

This document replaces version 07.0 of UPR SA09, with effect from 1 September 2023.

### Summary of significant changes to the previous version

- Made small changes to wording and punctuation
- Updated the names of UH departments as required
- Clarified the geographical scope of Careers and Employment services
- Added a new point to the 'Deans of School' section to ensure Herts Education Strategies have been included

### Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 Introduction

1.1 This policy was approved by the Academic Board with effect from 23 January 2002<sup>1</sup>.

### (Notes:

- The University's policy concerning careers education, information, advice and guidance has been developed as part of the University's response to a strong emphasis being placed nationally on the development of vocational and career

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<sup>1</sup> **Academic Board Minute:** 841, 28 November 2001, refers.

related skills by students in Higher Education. Internally, certain aspects of the vocational/professional development of students are covered in UPR TL03<sup>2</sup>.

- In developing its policy on careers education, information, advice and guidance, the University recognises the importance of ensuring that its graduates are fully prepared for employment (including business start-up) and able to compete successfully within a competitive graduate employment market. The University Careers and Employment Services maintains specialist knowledge of the UK labour market, with selected resources available for those seeking employment globally.
- The University will provide appropriate support for its student/graduate body throughout their time at the University of Hertfordshire and beyond and when new and/or additional needs are outlined by the University's student and/or graduate Alumni population the University will review support to ensure it responds appropriately.
- The policy also recognises the need to prepare for the adoption of very similar processes which will be required for personal development planning provided through a range of resources and experiences.

## 2 Scope

The policies and strategies set out in this document apply to undergraduate and taught postgraduate programmes and, as appropriate, to programmes of research.

## 3 Career Management Skills

For the purposes of this document, Career Management Skills are defined as the skills normally used by individuals in the processes of self-appraisal, opportunity seeking, planning and/or decision making, self-promotion and achieving sustainable careers.

### (Notes:

Career Management Skills are widely agreed within the Higher Education sector as being skills which underpin the processes whereby individuals seek career opportunities effectively and make decisions about their career development. They are a sub-set of general graduate skills such as communication, analytical and planning skills (sometimes referred to as soft skills, essential skills or employability skills). However, career management skills focus specifically on career related matters such as career choice, career motivation, job knowledge, the preparation of curricula vitae, targeting applications, interview skills and other practical issues associated with seeking employment and/or opportunities and are, therefore, regarded as being distinct from general graduate skills.)

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<sup>2</sup> UPR TL03 'Learning and Teaching Policy and Graduate Attributes'

## 4 Policy

The University will seek to ensure that:

- i opportunities are provided through a combination of programmes and access to other services:
  - a for all students to develop Career Management Skills;
  - b to prepare students to be competitive in the graduate employment market;
  - c to equip students to make the transition from student to employee or employer;
- ii all students and Alumni of up to four years have access to the dedicated University-wide career development and employment offer for students and graduates (Careers and Employment: (<https://www.herts.ac.uk/life/careers-and-recruitment>));
- iii the development of Career Management Skills by students is integral to its learning and teaching strategies.

## 5 Implementation

### 5.1 Students

Students will be expected to be individually pro-active in developing career management skills both within and outside programmes/modules and in recording their achievements (for example, through Personal Development Planning and independent learning).

### 5.2 Deans of School

Deans of School will:

- i be responsible for ensuring and demonstrating that students have Career Management Skills embedded within their programme, recognising that these are developed through a wide range of academic and non-academic activities (within and extra-curricular).
- ii be responsible for ensuring signposting to the centralised Careers and Employment services is embedded within curriculum, ensuring that all students are aware of the support available and how to access it.
- ii ensure that within all undergraduate and postgraduate taught programmes, there is good liaison with employers in considering curriculum content, delivering learning experiences and providing students with access to information about the employment market and career options.

### 5.3 Careers and Employment

Careers and Employment will work collaboratively with other parts of the University (for example, the Learning and Teaching Innovation Centre, Schools and Library and Computing Services) as well as impartially to achieve the objectives outlined in the QAA UK Quality Code for Higher Education.

#### **5.4 Staff development**

In planning staff development, the University will have regard for the importance of implementing the University's policy of careers education, information, advice and guidance and the acquisition of career management skills by students. Staff are encouraged to gain insights into the industries and professions to which graduates from their programmes are most likely to aspire and the requirements of related professional bodies.

## **6 Monitoring**

Careers education, information, advice and guidance will be subject to the University's quality assurance arrangements.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2023**

#### **Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.