

Career Development Services Statement of Service to Students

Our mission is to provide an integrated range of quality career-focused services which meet the needs of our clients in the most effective way. This statement explains the services we offer to graduates to achieve this mission.

INDIVIDUAL CAREERS GUIDANCE AND ADVICE APPOINTMENTS

We provide 45 minute confidential appointments with a Career Development Adviser available to you within 5 working days of your request. Guidance and advice is impartial, focused on your needs and takes place in the privacy of a private room. You can discuss any aspect of your career planning with a Career Development Adviser. This can include making a choice of career, postgraduate courses, time out, marketing yourself effectively to employers or educational institutions including CV advice and interview preparation. Mock interviews can also be arranged, if appropriate. If you are unable to access our appointment system and would prefer to discuss a query over the telephone, a telephone appointment can be booked.

DROP IN DUTY APPOINTMENTS

Short 20 minute appointments with a Career Development Adviser are available most days. These are bookable on the day only and operate on a first come first served basis. Any careers related query can be discussed with an Adviser and as above they are confidential, offer impartial advice and guidance and take place in the privacy of a private room. These are ideal for quick queries including CV feedback or application form quick checks.

CAREERS ADVICE VIA EMAIL

If you would prefer to get answers to your careers queries by email you can email them through the Careers Advice Via Email (CAVE) service which is available via our website www.careers.brad.ac.uk. Your query will be personally answered by one of our Career Development Advisers within 3 working days and you will be offered relevant information and advice.

CAREERS WORKSHOPS

You can attend any of our presentations and workshops, run by employers and Career Development Advisers as advertised on our “Events” section on our website at: www.careers.brad.ac.uk. Topics vary each semester but usually

include: Sourcing and finding part-time work and summer internships, Constructing effective CVs and covering letters, Effective applications, Effective interviews, Assessment centres and Presentation skills. These are bookable via our website at www.careers.brad.ac.uk

CAREERS INFORMATION

You can gain access to careers information round the clock by visiting our website at www.careers.brad.ac.uk. Here the range of information offered has been targeted to meet the needs of students and graduates of the University of Bradford. Most of the information is freely available, but some enhanced services require login using a Bradford username and password. Graduates can be provided with a temporary login as long as suitable photographic ID is presented. You can also drop in to our Information Room during our opening hours and gain access to:

- high quality and up-to-date careers information relevant to students and graduates of the University of Bradford with sections on occupations, further study, employers, working overseas and working in the public sector/charities.
- Jobsearch reference books, handouts and DVDs which cover application, assessment and selection procedures.
- Self-study careers materials which will help develop self knowledge and skills.
- a PC cluster for you to work on your career activities:
 - with access to the Internet and a range of careers websites.
 - with access to Prospects Planner, a computerised guidance tool designed for Higher Education students which can help you clarify your ideas and suggests which types of jobs might suit you.
 - installed with software to assist you in preparing for interview.
 - linked to printing facilities for which we make only a small charge.

VACANCY INFORMATION

We provide vacancy information across a range of graduate opportunities, work experience and placements. You can access vacancy information in the following ways:

- JobsOnline - our online searchable database provides information on specialist internships and graduate roles. Register at www.careers.brad.ac.uk to access vacancies.
- Vacancy sources on the web through links to relevant jobsites through our website www.careers.brad.ac.uk/jobsonline

- Referring to relevant local and national newspapers, professional journals and specialist publications (some of which are available in hard copy in our Careers Information Room)

MEETING EMPLOYERS

You can come along and meet employers for information and advice on their opportunities:

- “Drop in and meet” sessions where a particular employer is on campus to give a presentation or workshop or available to speak to interested students individually.
- “20 Mile Fair” which provides information and activities on a wide range of opportunities all available within a 20 mile radius of Bradford.
- “Business and Management Careers Fair” which is usually held each spring term. All students and graduates are welcome to attend this event offering an opportunity to chat to local and national recruiters.
- Other Careers Fairs. You can have the chance to meet recruiting employers at the Yorkshire Recruitment Fair in Leeds and be transported free of charge to selected fairs.

STATEMENT OF SERVICE AT THE SCHOOL OF MANAGEMENT

30 minute Careers Guidance appointments with the Career Development Adviser are offered within 10 working days of your request. Alternatively graduates are able to book appointments to see a Careers Adviser within Career Development Services on the main campus.

A series of job search workshops are offered on a weekly basis throughout the year these are delivered by the Careers team, employers or by specialist external providers. A range of careers information is available at the School of Management <http://www.brad.ac.uk/management/careers/>

Graduates are able to attend the Bradford Guest Lectures, series of external speakers to which alumni and other external guests are welcomed thus encouraging networking within the wider community.

Business and Management Careers Fair: held on an annual basis, focus on careers in business and management; all university graduates are welcome to attend.

Graduates can access the full range of services to graduates on the main campus.

WHAT YOU CAN EXPECT FROM US

- Welcoming and approachable staff.
- A member of the Information Team is normally on duty at the Information Desk to deal with your initial enquiries, assist you with finding information or make an appointment for you with a Career Development Adviser (Main Campus only).
- Your use of our IT resources within the computer cluster in the Information Room is supported by the Information Team (Main Campus only).
- Qualified and experienced Career Development Advisers who provide impartial guidance, advice and information focused on your needs.
- Career Development Services acts independently of other university departments. Students can feel confident in discussing any aspect of their career in the knowledge that we will not reveal information about an individual to anyone else outside the department without an individual's permission. The single exception is that we would disclose to appropriate staff within the university information which suggested that a student might harm themselves or others under our duty of care and legal obligations. This would be explained to the individual at the time.
- Career Development Services complies with the Data Protection Act of 1998.

WHAT WE EXPECT FROM OUR CLIENTS

- To keep appointments and attend pre-booked presentations and other activities, or to provide reasonable notice in the case of cancellation.
- To respect the needs of others using our services and to use the facilities of Career Development Services in a way which does not damage resources or create difficulty for others.
- To take part in occasional feedback requests to enable us to evaluate and improve the service we provide.

POLICIES AND NATIONAL STANDARDS

We abide by the following policies and standards:

- The Guidance Council Code of Principles.
- The AGCAS/AGR/NUS Code of Practice in Graduate Recruitment.
- The University of Bradford Equal Opportunities Policy.
- The University of Bradford Code of Practice for Information Access and Security.

HOW TO CONTACT US

Career Development Services is located on the main University campus in the Learning Mall, Student Central. University of Bradford BD7 1DP:

Tel: 01274 234991

Email: careers@brad.ac.uk

Website: www.careers.brad.ac.uk

Current Opening Hours: 9.00am – 6.00pm, Monday to Thursday

9.00am – 4.00pm on Friday during term time.

During the vacations we open from: Monday to Friday from 9.00am – 4.00pm

The Careers provision at the School of Management is located in Room 1.09, the Yvette Jacobson Building, Emm Lane, Bradford BD9 4JL:

Tel: 01274 235308

Email: careers.mgt@bradford.ac.uk

Website: www.brad.ac.uk/management/careers/

Current opening hours: 10.00am - 5.00pm, Monday

9.30am - 5.00pm Tuesday to Friday

Hours may vary during the vacations

TELL US WHAT YOU THINK ABOUT OUR SERVICES TO STUDENTS

We welcome feedback from the users of our service to assist us in improving our services to graduates. You can make comments or complaints in a number of ways:

- In person to any member of the Careers staff.
- Accessing the various feedback forms on our website at www.careers.brad.ac.uk
- Completing a questionnaire during one of our feedback sessions.
- Completing a feedback form and posting in the feedback box in the service at the School of Management. (Yvette Jacobson, Room 1.09)
- Contacting Ron Harle, Head of Career Development Services (Tel 01274 234990, E-mail r.harle@brad.ac.uk)
- E-mailing careers@brad.ac.uk