Statement of Service

Purpose

The Careers Centre of the University of St Andrews exists to encourage, motivate and enable as many students as possible to enhance their employability and then to secure future work or study options, which match their aspirations, by the time they complete their courses at St Andrews.

Aim

The Careers Centre aims to be valued by its stakeholders for providing high quality and innovative careers information and guidance and for its success in encouraging and enabling the timely development of career management and employability skills amongst students of the University.

Values

The Careers Centre is committed to:

- adhering to the highest professional standards, especially through our commitment to the policies, codes and practices of our professional association AGCAS
- providing a supportive and welcoming environment for all its users
- treating users of the service and each other with fairness, respect and consideration
- providing client-focused, impartial, objective, transparent and confidential careers education, information and guidance
- promoting equality of opportunity
- fostering innovation and continuous improvement in the range and quality of the services we provide
- seeking customer feedback on the range and quality of the services we provide
- pursuing excellence in all that we do
- promoting enjoyment at work

Goals

In respect of students and graduates:

- To work closely with Schools and student societies, as well as independently, to ensure students are made aware in good time of how to enhance their employability and of the resources available to them and to motivate them to take action
- To provide welcoming and effective customer service in the Reception areas of the CC and through all CC communications
- To provide and mediate accessible, relevant and high quality information about work and study options which meets the needs of users
To provide high quality and accessible careers coaching in sufficient quantity to meet the needs of users.
To provide an appropriate range of high quality events which will enable students to enhance their employability skills, extend their awareness of career options, and improve their job seeking skills
To develop and utilise alumni networks for benefit of students
To make the most appropriate use of available technologies to maximise student usage and learning

In respect of employers:

To develop mutually beneficial relationships with employers and secure as great a range of employers on campus as possible
The desired outcomes include maximising internship and job vacancies as well as the number of employer events taking place in St Andrews.

In respect of Careers Centre staff:

To communicate clearly what role each member of staff is expected to fulfil and what objectives to meet
To review performance regularly
To value the contribution of and promote the development of each member of staff
To keep staff informed about the work and plans of the service and the wider University
To facilitate access to appropriate training opportunities

In respect of the University:

To inform the wider University about employment and employability issues and their implications for the University’s students
To encourage, lobby for and support all University initiatives which have a potentially positive impact on student employability
To foster close working relations with Schools in order to encourage the development of employability skills through the curriculum and to secure appropriate and timely promotion of the Careers Centre to students
To liaise with and support the work of other departments of the University where appropriate eg Admissions and Development
To develop and make best use of the resources made available by the University and be accountable for the performance of the service

In respect of other interested parties:

To seek out and promote graduate employment opportunities in Scotland and to seek to maximise the social and economic contribution of St Andrews graduates to Scotland
To respond positively to Scottish and UK government and agency initiatives which impact upon the work of the service
To contribute to the work of AGCAS and AGCAS Scotland as fully as resources allow
To be aware of developments which impact upon the work of the service and to respond in ways that draw on principles of best professional practice and innovation

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