



Appointments with an adviser

Terms and Conditions

Discussions with careers advisers will provide advice and guidance that is:

- client-focused, impartial, objective, accessible and confidential
- conducted by careers advisers who are professionally and appropriately qualified or in training
- informed by current and relevant information
- takes full account of diversity and equality considerations and other relevant legislation
- adheres to current best professional practices, as represented by the AGCAS Code of Practice.

Students, graduates or staff members who have booked an appointment with an adviser are expected to:

- attend on time
- treat advisers and any other careers centre staff they encounter with respect
- notify the Careers Centre if they are unable to attend for an appointment either by phoning 01334 462688 or emailing careers@st-andrews.ac.uk
- be willing to provide feedback on the quality of their appointment with an adviser if asked
- take full responsibility for any career decisions which they subsequently make which may be informed by the advice, guidance and information which they have received from the Careers Centre.

Complaints

Any complaints about the service provided should be addressed the Director of the Careers Centre dircar@st-andrews.ac.uk