



University of
St Andrews

Eligibility - policy

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Purpose	Careers Centre eligible user entitlement

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Signed off	Published	Tracey Dall, Information Manager, Careers Centre	06/06/2019

Access

The Careers Centre offers services to:

- matriculated University of St Andrews students
- alumni of the University of St Andrews within three years of graduation (where we are able to help, bearing in mind that our core expertise is with immediate graduate labour markets and further study options). Graduates who are currently undertaking further study at another university are encouraged to use the careers service of that institution since in-person advice is usually more effective than online.
- staff members (graduate level), of the University of St Andrews (where we are able to help, as for alumni above)

Please note that at the very busiest times of year, we may need to restrict access to advisers to current students.

The commitment of the Careers Centre to its users

Eligible users of the Careers Centre can expect to be able to access:

- a service which is client-focused, professional, impartial, objective, accessible and confidential
- staff who are welcoming, courteous and approachable as well as professionally and appropriately qualified or trained;
- services which are designed to meet diversity and equality considerations and legislation

Resources

The Careers Centre website and the range of staff and physical resources at the Careers Centre constitute the great majority of the service's offering to students and graduates.

Significant limitations

While we are able to provide careers education, information and guidance in relation to the UK graduate labour market and further study options, we are not able to provide the same level of information about other countries' labour markets and further study options. However we seek to provide customised resources for the labour markets and further study options for the countries from which significant numbers of students originate, eg USA. We are not able to advise on the detail of individual UK visa applications, though we can and do identify key general issues and signpost to relevant sources of information and guidance.

If you are not eligible

Skills Development Scotland is responsible for providing an all-age careers guidance service in Scotland. For contact details, visit the [Skills Development Scotland website](#).

Other Careers Services in the UK and Ireland may provide services for graduates of British and Irish universities. A charge may be made for some services.

The [National Careers Service](#) is for people across England. People over 19 can contact an adviser for face to face guidance.

Compliments and complaints

We actively seek your views about the services we provide, mainly through regular surveys but we also welcome your comments whenever you wish to make them. Contact the Director in writing or by email via dircar@st-andrews.ac.uk

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