



University of  
St Andrews

## Online guidance – terms and conditions

<b>Document type</b>	<b>Guidance</b>
<b>Scope (applies to)</b>	All students
<b>Applicability date</b>	01/12/2021
<b>Review / Expiry date</b>	01/12/2022
<b>Approved date</b>	01/12/2021
<b>Approver</b>	Assistant Director
<b>Document owner</b>	Information Officer
<b>School / unit</b>	Careers Centre
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Extra-curricular services/Career development/Service standards
<b>Purpose</b>	Online guidance terms and conditions for students and alumni.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.2	Updated	Published	Tracey Dall, Information Officer, Careers Centre	01/12/2021

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The Careers Centre offers one-to-one appointments where you can discuss any career-related issue with a professionally trained adviser. The range of appointments is detailed below. Each appointment type can be delivered online. Depending upon Covid advice from the Scottish government, the appointments may at times be delivered online by default.

### **Careers advice**

These 15-minute appointments can cover any aspect of your current or future career aspirations, including help with applying for postgraduate study.

### **Careers guidance**

These 45-minute career guidance sessions are only bookable if you have been referred by a Careers Adviser.

### **CV, cover letter and LinkedIn profile advice**

These 15-minute appointments can help you develop or improve your CV, cover letter or LinkedIn profile.

### **Interview coaching**

These 45-minute appointments will help prepare you for any interview.

### **Research staff careers appointments**

These 45-minute appointments are for early-career contract research staff to meet with an adviser to discuss a variety of career-related issues.

The Careers Centre's advisers are always up to date with current recruitment practices and trends, and they have good relationships with graduate employers.

All matriculated students, staff (graduate level) and alumni within three years of graduation are eligible to book an appointment.

The Careers Centre is strongly committed to offering equality of opportunity to all users. Advisers adhere to high professional standards and will conduct discussions with impartiality, confidentiality and with due regard to diversity and equality considerations.

If the query relies on expertise which is outwith our competence, then we may signpost to other sources of support. Users of this service must take responsibility for any decisions they make which may have been informed by the advice, guidance or information supplied through this online system.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Signed off	Published	Tracey Dall, Information Officer, Careers Centre	12/06/2019
1.1	Updated	Approved	Tracey Dall, Information Officer, Careers Centre	20/11/2020
1.2	Updated	Approved	Tracey Dall, Information Officer, Careers Centre	01/12/2021