



University of
St Andrews

Statement of Service

Document type	Policy
Scope (applies to)	All students
Applicability date	07/03/2024
Review / Expiry date	07/03/2025
Approved date	04/04/2024
Approver	Assistant Director (Career Management)
Document owner	Information Officer
School / unit	Careers Centre
Document status	Published
Information classification	Public
EDI review/Equality impact assessment	None
Key terms	Extra-curricular services/Career development/Service standards
Purpose	This policy describes the Careers Centre's purpose, aim, and values; defines user eligibility and explains our goals in respect of students, graduates, employers, Careers Centre staff, the University and all other interested parties.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.3	Yearly update	Published	Tracey Dall, Information Officer, Careers Centre	07/03/2024
1.2	Yearly update	Published	Tracey Dall, Information Officer, Careers Centre	16/03/2023
1.1	Updated to include eligibility statement	Published	Tracey Dall, Information Officer, Careers Centre	07/03/2022

1.0	Signed off	Published	Tracey Dall, Information Officer, Careers Centre	02/07/2019
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Purpose

The Careers Centre's purpose is to educate, inspire and empower our students to equip them with the lifelong career management and enterprise skills they need to create meaningful and fulfilling careers, whatever their ambitions.

Aim

Our aim is to offer horizon-broadening opportunities and challenging experiences alongside professional information, advice, and guidance to allow all our students to:

- explore who they are and what makes them curious.
- focus their plans and ambitions.
- feel empowered to act to successfully realise their career ambitions.

Eligibility

Access

The Careers Centre offers services to:

- Matriculated students at the University of St Andrews.
- Alumni of the University of St Andrews within three years of graduation.
- Contract research staff.

Graduates who are undertaking further study at another institution are encouraged to use the careers service of that institution and, at busy times of the year, we may need to restrict access to advisers to current students.

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

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

Resources

Through its website, the Careers Centre provides 24/7 access to a range of online resources including a jobs and work experience platform, an appointment and event booker, career assessments, practice psychometric tests, CV and cover letter checkers, practice interviews, and international career guides.

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 labour markets and further study options internationally. 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, e.g. 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.

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. Anyone over the age of 19 can contact an adviser for face-to-face guidance.

Values

Partnership working with our local and global stakeholders is at the heart of what we do, and we work collaboratively in the design, development and delivery of our services. We are also a committed member of the Association of Graduate Careers Advisory Services (AGCAS) and live our collective values of equity, honesty, integrity, impartiality, reliability, and professionalism, to support achievement for all.

The Careers Centre adheres to the [Association of Graduate Careers Advisory Services' \(AGCAS\) code of ethics](#).

Goals

In respect of students and graduates:

- To use our insights into the needs and perspectives of our students and graduates to inform the development of our services.
- To anticipate and adapt to trends and predictions in the world of work to ensure that our services are relevant to current and future needs.
- To deliver a sufficient quantity of high-quality institutionally-aligned careers education, information, advice and guidance to provide appropriate levels of support for all students and graduates, and embed employability within our institution.
- To provide welcoming and effective client service.
- To work 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 and curate accessible, relevant, and high-quality information about work and study options which meets the needs of users.
- To develop and utilise alumni networks for benefit of students, aligned with the requirements of GDPR.

- To make the most appropriate use of available technologies to maximise student usage and learning.

In line with continual professional development and unless intimated otherwise by the student or graduate receiving the appointment, advisers may be observed by another adviser at the Careers Centre during face-to-face or on-line guidance appointments.

In respect of employers:

- To develop mutually beneficial relationships with employers and secure a wide range of employers on campus.
- 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 the role each member of staff is expected to fulfil and its objectives.
- 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 provide active strategic leadership on issues relating to graduate employability, in support of service and institutional priorities.
- 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 promotion of the Careers Centre to students.
- To liaise with and support the work of other departments of the University where appropriate e.g. 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.

Feedback

We actively seek your views about the services we provide, mainly through 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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