

The Careers Team, CareerSmart and Careers Education Information and Guidance Statement

(September 2017)

At Liverpool John Moores University we are a Careers Team that delivers high levels of student, alumni, staff and employer satisfaction by providing evidence-based quality assured client centred provision, based on the development of high quality learning relevant to local, regional and national needs.

We are committed to a unique strategic approach to CEIAG that includes The CareerSmart e-learning programme. The approach offers all students:

- Access to high quality information, advice and guidance through Student Information Officers, Careers Advisers and Employability Advisers based either in Careers Zones and online via CareersZone 24/7.
- Bespoke curriculum interventions planned in conjunction with academic teams and delivered by Careers Advisers or Trainers each semester;
- Opportunities primarily via Faculties to engage in work related learning, and access to institutionally funded Career Accelerator Internships via the Careers Team.
- Free access to a series of practical work-related transition, job-seeking sessions, online workshops and physical and digital resources
- Activities to engage with the CareerSmart e-learning Programme.

Aims

1. The university will develop competent and capable learners who can make an effective contribution to local, regional, national and international economies.
2. All students will have access to high quality careers education, information, advice and guidance (CEIG).
3. The opportunity to engage in CareerSmart will be promoted as a vital feature of the learning experience and employability agenda within LJMU.
4. The CareerSmart is informed by students, employers, professional institutions and other external agencies through our Student and Employer Advisory Groups as well as Employer Engagement activities, and user feedback leading to continuous improvement.

Objectives

1. To ensure that students are made aware of their entitlement and responsibilities in terms of, CareerSmart, Careers Education, Information, Advice and Guidance through a published statement of service from the Careers Team via information provided by Schools and Departments..
2. To ensure that students are made aware of as many possibilities open to them in work, education and training and have access to information, advice and guidance on how to both explore and exploit those opportunities. In so doing, all forms of media will be fully utilised to inform students.
3. To ensure that students are provided with opportunities via Faculties or the Careers Team : Employer Engagement support to undertake experiential work related learning, develop skills and attributes and learn how to present these to potential employers effectively.
4. To ensure that available labour market intelligence at regional, and international levels underpins the careers education, information, advice and guidance/careers and jobseeking activities offered to students.
5. To ensure significant involvement of employers and alumni in the planning and delivery of career development and employability support via The Careers Team
6. To ensure that students are given the opportunity to equip themselves with the skills and attributes to enable them to undertake personal development planning for their academic and future careers.
7. To ensure that certain career-related services are available for life to graduates.
8. Work in partnership with the Alumni Office to maintain up-to-date contact details for graduates.