

Regent College London

Careers and Employability Support Policy

Purpose

1. To describe the types and range of careers and employability support offered to all students at Regent College, including those provided by external agencies and partner universities.

Background

2. Regent College is committed to the equality of opportunity for all its students, and the careers and employability support offered by the College embraces this commitment. As such, it is a fundamental part of our Success, Character, Opportunity, and Progress Enhancement (SCOPE) programme that underpins students' academic, personal, and professional growth and development.

3. Our students come from diverse socioeconomic and cultural backgrounds. Many are mature, from non-traditional educational backgrounds and/or speak English as a second language. The Careers and employability support provided to students is designed to meet their broad professional development needs, as well as being tailored to help them achieve their specific career goals and aspirations. It also reflects and responds to specific objectives as set out in our Access and Participation Plan.

Policy statement

4. Support for students with diverse careers and employability requirements is delivered in a number of ways. These include:

- Access to Regent's Career Connect platform
- Curriculum support and CPD for academic teams and support staff
- Regular careers and employability webinars and workshops
- Bookable one-to-one and small group careers and employability support sessions
- A programme of external speakers from diverse industry sectors
- Careers and employability information, advice, and guidance materials
- Employer engagement events and networking opportunities
- Careers and employability support within school-based academic studies

Access to Regent's Career Connect Platform

5. All students will have the opportunity to learn how to access and effectively use [Career Connect](#) through a number of webinar sessions delivered throughout the year. The Career Connect platform, which is available 24/7 all year round, offers students the following support:

- Self-diagnostics tools that help students become more self-aware by identifying their strengths, motivations, and learning styles.
- The provision of formative feedback on students' current employability skills and the areas that they need to develop.
- Advice and guidance on career pathways and progression opportunities.
- Job searching tools.
- CV and Cover Letter building support, including diagnostic feedback.
- Practical information, advice, and guidance on preparing for and succeeding in interviews.
- A points-based Employability Award, offered at bronze, silver, and gold levels.

Curriculum Support and CPD for Academic Teams

6. The Careers and Employability Advisor works alongside Heads of Schools and academic tutors to support staff delivering agreed elements of careers and employability modules, e.g. 'An Introduction to the Careers Service and Additional Support with finding a Work Placement'.

7. In addition, the Careers and Employability Adviser can provide individual staff and teams guidance, support, or training on best practices in careers information and advice. This includes identifying potential subject related industry speakers to support curriculum enrichment activities.

Careers and Employability Webinars

8. All students will be able to access weekly core careers and employability webinar sessions through Microsoft Teams as part of the College's SCOPE programme. These sessions are repeated several times a year and cover a range of topics that include:

- Introduction to Career Connect
- Developing self-awareness and employability skills
- Maximising career opportunities
- Creating effective LinkedIn profiles, CVs, and Cover Letters
- Useful job searching techniques
- Preparing for and succeeding in interviews

Bookable one-to-one and small group careers and employability support sessions

9. All students can access individualised advice and guidance from a qualified careers and employability adviser. These one-to-one (or small group) sessions support students in planning and developing their careers, and their individual approaches to this. This includes creating and completing CVs and application forms, encouraging the take up of work-related experience, self-awareness, and self-esteem.

External Careers and Employability Speakers

10. All students have the opportunity to attend a programme of careers and employability external speaker events throughout the academic year. These sessions provide students with opportunity to listen to successful business leaders, entrepreneurs, and employers from diverse industry sectors. They provide students with up-to-date knowledge and insights into career opportunities, requirements, and pathways.

Careers and Employability Information Sharing Support

11. Information, advice, and guidance materials are collected, maintained, and promoted to students and staff through both the university's Career Connect platform and Regent Digital.

12. Students and staff can also contact the Careers and Employability Advisor directly if they have specific questions or requirements.

Employer Engagement

13. Relationships with employers are encouraged and maintained in a variety of ways, including the advertising of jobs, internships, and volunteering opportunities to students. In addition, to better support students, resources are focused on developing their knowledge of employers and their recruitment methodologies. This is achieved through:

- A Careers Fair and other employer networking events
- A programme of guest speakers from different industry sectors

Careers and Employability Support within Academic Studies

14. Academics can be provided with guidance on employability best practices to support the development of courses. All students have access to current and impartial careers and employability information via Careers Connect and the Careers and Employability Adviser.

15. Careers related events and activities are also promoted to students as appropriate.

Support through Partner Universities

16. Students will also have the opportunity to access a range of careers and employability support through their partner university, please see the appropriate links below.

- University of Bolton: <https://www.bolton.ac.uk/student-life/careers-and-employability/>
- Buckinghamshire New University: <https://www.bucks.ac.uk/life/student-success-and-support/student-opportunities-and-career-success>

Feedback and evaluation

17. Formal and informal feedback is collected on an ongoing basis from students and staff who have engaged with careers and employability events and activities. A variety of methods are used to collect feedback, including survey-style questionnaires and focus groups.

18. Students and staff can also provide feedback directly to the Careers and Employability Advisor. This information is used to inform and drive continuous improvements to provision and support.

19. A monitoring and evaluation report will be published annually, assessing the impact of careers and employability support on students' confidence, skills development, progress, and graduate outcomes (where appropriate), as well as identifying priority areas for future improvement. This will be presented to the Learning and Teaching Enhancement Committee.

<i>Version number</i>	<i>1.1</i>
<i>Approved by</i>	<i>Academic Council</i>
<i>Approval date</i>	<i>July 2024</i>
<i>Next review date</i>	<i>July 2025</i>
<i>Policy owner</i>	<i>Chief Operations Officer</i>