

# STUDENT EMPLOYABILITY SERVICE POLICY

## Introduction

1 The Employability Service Policy of The University of Law (the University) has been informed by the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education, specifically the Advice and Guidance for Enabling Student Achievement. The QAA's Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy sits within the University's Quality and Standards Code which provides a suite of policies designed to safeguard the academic standards of the University and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the Code.

2 This policy is also informed by the Office for Students Regulatory Framework, specifically Condition B2

3 The University of Law (the University) recognises that central to this policy is the University's responsibility for the academic standards of all awards granted in its name and the quality of learning opportunities for students. This policy sets the framework within which the University works to enable student development and achievement in the area of Employability.

## Definitions

- |   |                           |                                                                                                                                                                                                                                                                                                                  |
|---|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Accepted students         | Students who have accepted their place at The University of Law to study a postgraduate course and paid their deposit. Undergraduate students are considered 'Accepted students', for the purposes of the Employability Service, from mid-August (Post-UCAS results release date) until they start their course. |
| 4 | Clients                   | Members of the public making use of the Pro Bono services offered by the University and provided through the Employability Service.                                                                                                                                                                              |
| 5 | The Employability Service | The Employability Service refers to the combined Careers and Pro Bono departments, as well as the resources and materials the Services makes available online.                                                                                                                                                   |

## **Responsibility for this policy**

6 Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board.

## **Scope of this policy**

7 This policy applies to the work of the Employability Service with those currently studying or intending to study on University courses at both undergraduate and postgraduate level, and those who have recently completed their studies.

8 However, the work and responsibilities of the Employability Service extend beyond this group to include: prospective students and those considering a career in the legal profession; recruiters, employers and others within the labour markets relevant to our students; members of the public making use of services provided by the Employability Service, including online careers information and legal advice offered in law clinics through the Pro Bono department.

## **Expectation**

9 The University has in place, monitors and evaluates arrangements and resources which enable students to develop their academic, personal and professional potential.

## **Key aims and principles**

10 The delivery of a high quality Employability Service is central to the University's aim to enable students at the University to maximise their personal and professional potential effectively, alongside their academic development.

## **Procedural approach**

11 The Employability Service at the University brings together the expertise of the Careers department with practical hands-on experience of the law provided by the Pro Bono department, in order to enhance the employability of the University students.

11.1 The Employability Service is committed to equal opportunities: providing a service which is accessible regardless of race, nationality, colour, ethnicity,

sex, marital or civil partner status, gender reassignment, sexual orientation, age or religion or belief. The Employability Service is also conscious of the different needs presented by a diversity of students, locations, learning modes and employment goals and seeks to provide a service that is appropriate for all students.

- 11.2 Awareness and development of employability begins before students commence a course of study. The Employability Service offers high quality and accessible careers information to students prior to the start of the course to assist with career planning, decision making and the transition to undergraduate or postgraduate study.
- 11.3 Careers education, information, advice and guidance provided to students, before and during their time at the University, is impartial, student-centred and confidential in accordance with the professional standards expected of Careers Staff and as expected by regulatory bodies.
- 11.4 Access to opportunities to develop the practical skills required in the labour market are critical to the professional development of students. The Employability Service provides these opportunities both in-house and externally through the Pro Bono department.
- 11.5 In addition to practical legal skills and experience, the Employability Service is aware of the importance of enabling direct student contact with practitioners. These opportunities are provided via the comprehensive links with the professions developed through the Employability Service.
- 11.6 Careers Consultants and Pro Bono Co-ordinators are appropriately qualified or experienced, with a commitment to continuing to enhance the knowledge and skills relevant to their role, whether as qualified practitioners within the Pro Bono department or Careers professionals within the Careers department.
- 11.7 To assure the quality of the services provided, and develop the service to meet the changing needs of clients, feedback is essential. The Employability Service seeks feedback and continually reviews the service, in order to maximise the benefits to students.

## **Responsibility for the provision**

12 Responsibility for the implementation of the provision lies with the Employability Service.

## **Monitoring and evaluation of the provision**

13 Responsibility for reviewing and evaluating the effectiveness of this policy lies initially with the Employability Service. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

**Version history:**

<b>Version</b>	<b>Amended by</b>	<b>Revision summary</b>	<b>Date</b>
V1.0	Learning Support Officer	Initial drafting	24/07/13
V1.1	Head of Careers Service	QA review	30/07/13
V1.2	External Consultant	Coherence activity amendments	28/08/13
V1.3	VP – AGQS	Review	23/09/13
V1.4	Academic Registrar	Review	24/09/13
V1.5	Academic Board	Approval	03/10/13
V1.6	VP – AGQS	Sign-Off	19/12/13
V2.0	Head of Employability	Full Review	05/10/15
V2.1	Academic Board	Approval	10/02/16
V2.2	Head of Employability	Full Review	13/1/20
V2.3	Registry Officer	Change to coding convention	23/03/20
V2.4	Senior Quality Officer	Further naming convention clarifications	26/03/20