

## Statement of Careers & Employability Services available for Students of Harrow College

The Careers team provide a confidential and impartial guidance service for all students at the point of entry, during the study programme and as they progress to further study employment of training, beyond Harrow College.

### How can The Careers Service help?

- Pre booked, one-to-one **Careers Guidance Interviews** with professional Careers Advisers based at the college with written Action Plans for SEND, Entry and Level 1 students. Most appointments can be made within one week.
- **Short 'drop-in'** sessions with Careers Staff.

The Information Advice & Guidance is available on

- o All aspects of Higher Education
  - o Qualification and learning opportunities both locally and nationally
  - o Finance for study and training
  - o Career choice
  - o Identifying and recording employability skills
  - o Interview skills
  - o Job seeking
  - o Apprenticeships
  - o CV development
  - o Overseas qualifications and education progression
- **Access to a wide range of careers related resources available in the Careers Room and on Student Portal** which are regularly updated. These include PowerPoint resources, books, handouts and a broad range of careers related computer software packages. These assist with career choice, and higher education and other course choices at all levels.
  - **Careers Education Programme and Events:** All students will participate in a wide range of Tutorial activities, including meeting employers and university representatives, a university fair, visits to external organisations as well as workshops and resources on a range of Progression Options, and engagement with Careers related on line resources, appropriate to the students' level of study.

### How to access the careers staff and careers resources?

- The Careers staff are located in the Enterprise Building at Harrow-on-the-Hill campus and the Reception Building at the Harrow Weald Campus. The opening times are posted on the entrance and on Student Portal.
- To book an individual careers guidance interview, students can call into the Careers Room in the Learning Centre on either campus where a member of staff will be able to arrange an appointment.

- Students can also drop-in for advice during opening times.
- Students can also arrange an **interview** by ringing 020 8909 6208 /6411 /6581 /6583
- **Key Careers Resources** are available 24/7 on Student Portal and in the designated Careers areas.
- Students also have access to a range of **Careers related computer packages** via Student Portal to assist with Career/Higher Education choice, current Labour Market Information, and to help with identifying and recording key Employability Skills.

## **Impact**

The Careers Programme is evaluated for its quality and positive impact via

- Student feedback after 1:1 guidance
- Student feedback from Careers events workshops
- The number of student engaging with the services
- The destinations of students progressing to Higher Education
- Matrix Quality Standard re-evaluation and accreditation

## **What we ask of the students**

- To attend and be punctual for all appointments & scheduled Careers events. Student
- To treat all resources with care and be considerate to other users and staff
- To provide constructive feedback when using different aspects of the service

## **Review**

This document will be reviewed in August 2019

## **Contact**

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