

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

Joanne Whitehead
Student Support Manager and Careers Leader for Harrow College 0208 909 6208