

Careers & Employability Service

Information Resources Policy

Aim

To provide access to information that will help the users of the Careers and Employability Service and its website to make informed decisions about career opportunities.

Target Stakeholder Groups

The information resources are provided for the main stakeholder groups, identified in the Careers and Employability Statement of Service as students/recent graduates, employers and members of staff.

Responsibilities

The Student Employability & Careers Centre Manager has overall responsibility for resource management, in print and online forms, including procedures relating to the maintenance and development of information.

The Careers Centre team, led by the Student Employability & Careers Centre Manager, works to ensure that the information is maintained and developed, including online resources in our website and virtual learning platforms.

Range of Information

The Careers and Employability Centre will make available to its clients information on:

- Potential career areas appropriate to University of Lincoln graduates
- Occupations relevant and appropriate to graduates
- Opportunities for further study and training
- Employment and recruitment information
- Vacancy information on graduate employers
- Opportunities to gain appropriate experience

Equal Opportunities

The service will ensure, as far as possible, that information is accessible to all stakeholders and materials can be provided in various forms in negotiation with our Disability Service on campus. Also available is the service policy statement for students with disabilities.

Stakeholder Feedback

Feedback questionnaires will be distributed to stakeholders through our CRM system in electronic formats, gathered through tablets in the centre and will be evaluated and acted upon as appropriate.

Informal feedback is invited through the Careers email; careers@lincoln.ac.uk and via feedback sheets provided as appropriate.

Staff Training and Review

Staff training needs will be identified through the annual staff performance development and review process, and staff are encouraged to take advantage of training offered at national, regional and local level.