



# **EMPLOYABILITY SERVICE: STATEMENT OF SERVICE (STUDENTS) PROTOCOL**

## Related policies and supporting protocols

- 1 This protocol should be read in conjunction with the related Employability Service policy and protocols
- 2 Where applicable, the Employability Service complies with a number of external codes, including:
  - 2.1 the Quality Assurance Agency (QAA) UK Quality Code for Higher Education;
  - 2.2 the AGCAS (Association of Graduate Careers Advisory Services) Code of Practice
  - 2.3 the AGR, AGCAS & NUS Best Practice in Graduate Recruitment;
  - 2.4 the Solicitors Regulation Authority (SRA) code of conduct.

## Definitions

- |   |                      |                                                                                                                                                                                                                                                                                           |
|---|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Accepted Students    | Students who have accepted their place at the University of Law to study postgraduate courses and have paid their deposit. Undergraduate and foundation year<br>the purposes of the Employability Service, from mid-August (Post UCAS results release date) until they start their course |
| 4 | Students             | Student currently studying as determined by the course start and end dates. Law Students refer to those on the LLB, GDL or courses incorporating the LPC and BPTC                                                                                                                         |
| 5 | Alumni               | Students who have completed their studies, whether passing or not.                                                                                                                                                                                                                        |
| 6 | Pro Bono Supervisors | Professionally qualified staff, eg solicitors, responsible for supervising students participating in pro bono activities                                                                                                                                                                  |



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|---|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | Pro Bono Co-ordinators | Qualified Legal Staff responsible for the running of the Pro Bono Service within each centre                                                                                                                                                           |
| 8 | Careers Adviser        | Members of the Careers Service undertaking Careers Advisory roles, including managers and consultants and trainees                                                                                                                                     |
| 9 | Employability Service  | The Employability Service comprises the Careers and Pro Bono Departments. It also encompasses online services: the Student Employability Programme (StEP), JobSearch and Employability information section of the virtual learning environment (ELITE) |

## Introduction

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**The Employability Service**



14 The Employability Service is responsible for the provision of careers support and pro bono opportunities at the University. In centres, this is delivered by the Careers Department, which provides access to high quality careers advice and guidance, and the Pro Bono D

19 Pro Bono Co-ordinators and Supervisors:

- 19.1 are regulated by the appropriate regulatory body, eg the SRA where solicitors or BSB if barristers
- 19.2 hold practising certificates enabling them to carry out and supervise legal work;
- 19.3 are appropriately insured;
- 19.4 are obliged to maintain their professional career competence; and
- 19.5 adhere to the SRA code of conduct.

### **Access to the Service**

20 The Employability Service provides support to students on all undergraduate (including foundation year) and postgraduate courses at the University of Law

21 Before accepting an offer of a place at the University, students have:

- 21.1 access to extensive careers resources through the website (including the Legal Student Employability Programme (StEP));
- 21.2 opportunities to seek advice or information from members of the Employability Service at Open Days or via referrals from other

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- 23.1 opportunities to become involved in appropriate pro bono activities (law students, only);
- 23.2 the ability to apply for a mentor through the Careers Department's mentoring scheme (postgraduate law students)



## Services offered

31 Full details of the services on offer are available from the centre or via the virtual learning environment, but all centres offer the following:

### Careers

32 Appointments with a Careers Adviser: long appointments, lasting 30-45 minutes which are booked in advance, or short appointments, usually 15-20 minutes. Appointments provide an opportunity for students to discuss any career-related issue with an Adviser. Appointments may be face-to-face, by telephone, email or online.

33 Workshops: workshops run by the Careers Department are held in each centre and students also have access to a number of online workshops.

34 Employer events: all centres host a range of employer events including careers fairs, employer days and talach centre



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37 The Pro Bono Department provides support, guidance and supervision for those participating in the opportunities organised by the Department.

38 Within the Employability Service, Pro Bono and Careers staff work together to provide support to students who are seeking to improve their employability.

39 In addition, the Employability Service acts on behalf of students by:

39.1 actively seeking opportunities for University students;

39.2 analysing the needs of students and continuing to develop the Employability Service;

39.3 p

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40.7 provide constructive feedback on the effectiveness of the service

# Statement of Service (Students) Protocol