

# Student and Graduate Entitlement Statement



University of the  
Highlands and Islands  
Oilthigh na Gàidhealtachd  
agus nan Eilean

Careers and  
Employability Centre  
Ionad Dhreuchdan agus  
Freagarrachd airson Cosnaidh



[www.uhi.ac.uk/careers](http://www.uhi.ac.uk/careers)

## Careers and Employability Centre: Student and Graduate Entitlement Statement

### Aims

The University of the Highlands and Islands' Careers and Employability Centre aims: 'to deliver a range of services which embrace the distinctiveness of the institution, and help students and graduates to develop the personal attributes, skills and knowledge needed to achieve positive employment outcomes and navigate their future career.'

### Services

All students studying HNC or above, and graduates from those courses (within two years of graduating) have access to:

- ◆ **Advice and guidance:** free one-to-one careers advice is available to help with general queries, CV or application form feedback or interview preparation. Sessions are delivered over the telephone or through email from a qualified adviser. Services can be accessed through the [Careers and Employability Centre website](#) or by phoning 01463 279213.
- ◆ **Workshops and Seminars:** a programme of workshops and seminars is offered on an annual basis. Workshops are also offered on a stand-alone basis or within a course of study. Details of upcoming workshops are available on the [centre's website](#). Workshops are normally available face to face and via videoconference.
- ◆ **Information:** the Careers and Employability Centre offers a range of information services. Comprehensive careers information is available on the [centre's website](#) and a selection of information is also available in hard copy. News and information updates are provided on the website, [Facebook page](#) and [Twitter feed](#).
- ◆ **Placements and Job Vacancies:** students and graduates can access casual, voluntary, under graduate and graduate jobs and placement opportunities through the university's [Jobs Database](#), accessed through the centre's website.



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Graduates more than two years after graduation are not entitled to advice and guidance services or workshops and seminars but can still access information services. We also provide services to [employers](#) and [staff](#), and details of these services can be found on our website.

## General Guiding Principles

At the Careers and Employability Centre our services are guided by the principles of confidentiality, impartiality, accessibility, transparency, equality of opportunity and a commitment to student (or graduate)-centred services.

Services are delivered in line with the university's [Careers Education Information Advice and Guidance Policy](#), the Careers and Employability Centre Strategic Plan and in line with appropriate professional codes of practice, including the AGCAS code of practice on guidance, and the AGCAS, AGR and NUS guidelines on best practice in graduate recruitment.

## Confidentiality Statement

The Careers and Employability Centre offers a confidential service to all users. No details of contacts with the centre will be disclosed to a third party without your prior permission, unless we are required to by law, or there is imminent grave danger to you or to someone else.

The Careers and Employability Centre holds appropriate records of contacts with students, and these records are held securely and in accordance with the Data Protection Act of 1998. If you wish, you are entitled to request to see copies of the records held about you - please [contact us](#) for further information.

## Equality and Diversity

The Careers and Employability Centre works in line with the [UHI Equality Charter](#), and is committed to equal treatment of all people regardless of age, disability (including mental health), gender re-assignment, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex and sexual orientation. In addition we will not, knowingly, support any employer or institution who is not committed to equality.

Our services are guided by the principle of respect: we believe that a student or graduate is ultimately the best judge of their options and we do not 'tell people what to do' but seek to support the decision making processes through exploring options and providing information.

## Feedback

Feedback is important to the Careers and Employability Centre and is sought regularly from service users, staff and other stakeholders. Comments and feedback are evaluated on a regular basis and used to



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review the centre services. In addition to formal feedback mechanisms any student or graduate can make further comments or suggestions by e-mailing us at: [careers@uhi.ac.uk](mailto:careers@uhi.ac.uk)

## Complaints

Complaints about the UHI Careers and Employability Centre can be raised informally with any member of the Careers and Employability Centre team who will follow the [university's Complaints Policy](#). Alternatively users can speak or write to:

Dr Iain Morrison,  
Dean of Students,  
UHI Executive Office,  
Ness Walk,  
Inverness.  
IV3 5SQ.  
Tel: 01463279000

## Abuse of the System

We very much hope that the information advice and guidance services provided by the Careers and Employability Centre will be used respectfully by students. However in the unlikely event that a student is deemed to be abusing the system the centre reserves the right to restrict access to its services.

## Further Information

Further information about the Careers and Employability Centre can be found on the centre's website: [www.uhi.ac.uk/careers](http://www.uhi.ac.uk/careers).

You can also follow the centre on Facebook: [www.facebook.com/UHlcareers](http://www.facebook.com/UHlcareers), and on Twitter: [twitter.com/UHICareers](https://twitter.com/UHICareers).