



Employability & Progression and Job Shop Statement of Service for our students and graduates

Student success is at the heart of everything we do. We aim to support and enable you to face your future with a clear focus and the confidence to realise your potential and career aspirations.

Our services are available to you throughout your studies and for 5 years after you graduate.

What support can you access?

- Access to our range of employability resources via MyHub & MyCareer - host to hundreds of student & graduate job vacancies, employer profiles plus a wealth of employability materials and tools
- An extensive programme of employability workshops & employer events
- Support to secure work experience or mentoring opportunities
- One-to-one information, advice and guidance from qualified careers professionals during your studies.

Access to student employment through our Job Shop

The Job Shop is our own in-house recruitment agency for placing students and graduates into paid casual work. Casual hours are varied and flexible and fit around your studies. You can apply to be part of the Job Shop Talent Pool on MyHub:

<https://www.leedsbeckett.ac.uk/studenthub/jobshop.htm>

Access to employability resources and vacancies

Use the “employability” tab on MyBeckett to log into [MyHub](#) and MyCareer for our range of careers resources, news, events, vacancies and much more.

Employability workshops & employer events

We run an extensive programme of employability workshops and employer events each semester. All our events are advertised on [MyHub](#).

Our employability skills workshops include: Preparing your CV, Successful Applications, Succeed at Interviews, LinkedIn Lab, Job Search in the Global Market and many more.

We deliver a Graduate Recruitment fair each autumn and have employers on campus each semester to deliver workshops and presentations; giving you an insight into graduate opportunities.

One-to-one information, advice and guidance

Members of our team are based in the Student Hubs. If you have a careers related query you can ring, email or call in for initial information and advice. Whatever the question, most of the time we will be able to help you there and then. You may be shown how to use our online resources; we may suggest that you attend one of our employability workshops or if your enquiry is more complex, we will book you in to see one of our advisers for a one-to-one appointment.

There are two types of Careers appointment available – short, 15-minute advice sessions, and more detailed 30-45 minute guidance appointments. You can self book using [MyHub](#) or in person through the Student Hub. It's worth bearing the following points in mind:

- All appointments are confidential – your details will not be discussed with anyone else (except in extreme circumstances).
- Careers Consultants are completely impartial. We're here to help you decide what is best for you.
- Don't think of a careers appointment as a one-off event that will result in a quick and easy solution to your career planning. Our team have expertise across a huge range of career routes and their role is to support you in your career journey. An appointment is one small part of the overall process of planning and preparing for life after University.
- The more preparation you can do for the careers appointment (research, drafting your CV, reflecting on your options etc.) the more you will get out of it.

Student Feedback and Complaints

We would encourage you to provide feedback as we want to ensure our services are accessible, relevant and of high quality. Your feedback can be anonymous, but if you would like a response to your comments then you will need to give us your name and contact details. "What's Your View" feedback cards are available from staff in the Student Hubs and at events facilitated by our team. We may also ask you complete an online Workshop Evaluation Form.

If you are unhappy with any feature of the service then you are entitled and encouraged to make a complaint.

- You can discuss the matter with the member of staff you are dealing with

- You can write to the Associate Director for Employability & Progression or ask to speak to them
- You can make your complaint in writing through the university complaints procedure. You are asked to do this only if the Student Employability & Progression Team fails to deal with your complaint in a satisfactory way

All complaints will be dealt with in confidence and in line with University procedures. Please see details on the link below:

<https://www.leedsbeckett.ac.uk/studenthub/complaints.htm>

And finally- help us, to help you!

You can do this by:

- Taking responsibility for researching, planning and organising your own career with help and support from us whenever you need it
- Keeping appointments and event bookings that you have made
- Assisting our staff to evaluate our services by giving us feedback
- Completing the Destinations of Leavers from Higher Education Survey after you graduate and the NSS whilst you are studying with us

How to contact us:

Visit us at:

The Gateway – Leslie Silver Building. Tel: 0113 812 5995
Headingley Campus – Campus Central. Tel: 0113 812 7335

careers@leedsbeckett.ac.uk / jobshop@leedsbeckett.ac.uk



Beckett Careers



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