



Statement of Service on Careers Education, Information, Advice and Guidance Services.

Welcome

Welcome to our careers, information, advice and guidance service. What follows is an outline which describes the careers education, information, advice and guidance services, which all prospective, full-time and part-time students may expect at Southern Regional College. We also give you some advice on how you can help yourself and assist us in providing the best service to meet your needs.

What we offer our students

Southern Regional College Careers Service provides you with;

Careers Advice

Drop-in sessions – 10 minute meeting with a careers adviser, available daily, on a first-come, first-served basis.

Pre booked individual appointment with a careers adviser for more detailed discussion about career plans.

Telephone or email contact with a careers adviser.

Careers Information

General career information

Guides to job seeking

Employer information and directories

Information on progression routes.

Careers Education

A range of careers education activities including seminars, workshops and briefings on aspects of career choice, development of employability skills and career progression opportunities.

We aim to:

- Deliver impartial, informed and accurate help from trained and qualified staff
- Provide a supportive, friendly, non-discriminatory and respectful service for users
- Help students become more employable – to be more self-aware, self-confident and more able to achieve success in the labour market
- Provide an accessible service.

Getting the information you want – a range of careers resources/careers information is available in the Student Services Centre and College Library. This includes prospectuses, higher education guides and access to on-line data bases and career related web-sites on Higher Education, employability and progression opportunities.

How to contact us

The Careers Service has offices in Armagh, Banbridge, Lurgan, Newry and Portadown Campuses. These are located in the Student Services Centre and are open daily from 8.45am to 5pm.

We offer a 'drop-in' enquiry service to all students. However, appointments can be arranged for guidance sessions during opening hours or if you are a part-time students, evening appointments can be arranged. Alternatively you can contact an advisor by telephone or e-mail;

Frank McCourt

Armagh: 3rd Floor

Telephone:

028 37512808

e-mail

mccourt@src.ac.uk

Darren Sheils

Banbridge, Portadown Campuses

e-mail

sheilsda@src.ac.uk

Telephone:

028 37512808

Darrelle Mc Sherry

Newry: West Campus – Learning Resource Centre

e-mail

mcsberryd@src.ac.uk

Telephone:

028 37512808

Contacting your careers adviser

A careers adviser is available on a drop-in basis in the College at identified times every day the Student Services Centre is open. Waiting times will depend on demand but you will be advised of this on arrival.

On a drop-in basis students may have 10 minutes discussion with a careers adviser and following this may seek a longer 30 minutes guidance interview by appointment.

The careers adviser is available on evenings on request for students who are unable to attend during the day. The adviser visits out-centres and an appointment can be arranged at these locations.

The College welcomes students with disabilities and the Student Services Centre's on the ground floor with disability access.

How many times can you use the service?

There are no fixed number of careers interviews. You can come for as many guidance sessions as you feel necessary to help you reach the point where you are able to make well informed, realistic decisions about your future career.

Confidentiality

Your meeting with the careers adviser will be treated in confidence unless permission to pass on this information is given for the purpose of referral to another adviser or other specialist agency or organisation. All records of meetings are held in secure confidential files. They are retained for 3 years after completing your studies and then disposed of.

What we expect from you

This service is free so why not use it

Seek help if and when you need it. Meeting with the careers adviser are treated in a sensitive manner and remain confidential. In some instances we may need to refer you on to outside agencies with specialist knowledge and skills. This is all part of the service to find the right solution for you.

Help us to help you

Do some research about your career to get the best out of your meeting with your careers adviser. Accept responsibility for things you can do yourself.

- Remember careers are made by individuals, not by careers advisers.
- Student Services;
 - Will not choose a career for you
 - Will not find you a job/course
 - Will not make you good at interviews
- Use the careers service to explore and discover career options which suit your ambitions and circumstances.
- Provide Student Services with complete and accurate information so that we can help with your query.
- Notify us of any specialist needs relating to the provision, in alternative formats, of career education, information and guidance.
- Take responsibility for your part in the process by regular communication with appropriate staff.
- Make sure you meet published deadlines e.g. UCAS applications and organise and guidance interviews realistically to those deadlines.

What the service can realistically provide

Accept that we may not be able to find answers immediately to all your queries. Rather than knowing the answers to every careers question, the careers adviser's role is often to know where to find answers and show you how to use information to research queries for yourself.

Keep that appointment

Attend appointments on time or notify us if you are unable to attend so that other arrangements can be made.

Your views count

We would like to know what you think of our service and would welcome your feedback. Your views are very important to us, as they will be used to improve and develop our service. In order to improve and develop our service. In order to improve the quality and range of services we provide, you may be asked to complete an evaluation form. These are anonymous (but you can add your name if you wish) and will be used to evaluate our current provision and plan for the future. The forms can be collected from the Careers Information point outside the careers office.