

## *Statement of Service*

**King's Careers & Employability enables students and graduates to develop their careers and employability learning and build a platform for lifelong success, through partnership with students, graduates, academic colleagues and employers.**

A full list of our policies and procedures and our Equality, Diversity and Inclusion statement can be found [online](#).

---

King's Careers & Employability is part of the Student Experience Division in the Students & Education Directorate (SED) and reports to Ms Joy Whyte, Strategic Director, alongside supporting the ambitions of the Vice President and Vice Principal (Education).

**We support all King's students, research staff and recent alumni to:**

- Build, develop, maintain and identify the right knowledge, attributes, skills and experience from their academic and extra-curricular experiences to enable successful transition into further study or the global labour market.
- Be confident in moving through career management phases of 'Discover', 'Focus' and 'Action'
- Explore their career options and develop their employability through expert guidance, impartial advice, high quality events and activities delivered both in and alongside the curriculum.
- Find employment opportunities during or after their studies, in the UK or overseas.
- Understand and track labour market trends and access exclusive resources to assist their job search.
- Understand and track graduates' progression into employment and other destinations.

**We work in partnership with King's academic and professional services colleagues to:**

- Enable students to identify, articulate and benefit from the lifelong careers and employability value of their academic and co- and extra-curricular experiences.
- Partner with us to enhance our clients' careers and employability learning and development.
- Use data to help understand how academic programmes lead to future successful career outcomes and maintain King's reputation for employability.
- Monitor and evaluate new and existing programmes using College processes such as Programme Review and PEP, and contribute to measures such as TEF, using careers engagement, Careers Registration and Graduate Outcomes Survey datasets
- Share good practice amongst colleagues across King's in order that there is a shared understanding of employability principles and practice

**We support employers, suppliers and partners to:**

- Identify and recruit the best student, researcher and graduate talent for their organisation, sector and industry.
- Understand how a King's academic and research experience helps prepare and develop our graduates for future professional success and impact.

- Develop opportunities that help businesses grow and students explore their employability through internships, placements and experiential learning opportunities.

## Eligibility

Students, alumni and research staff can use our services if you are:

- a currently registered full-time student of King's College London.
- a currently registered part-time student of King's College London, following an accredited programme of study lasting at least one academic year.
- a recent alum of King's College London, who has completed their programme of study within the last two years – *view our [alumni eligibility policy](#) for full details.*
- a member of [research staff](#) at King's College London

## Our services for students, research staff and recent alumni

King's Careers & Employability offers the following services to students, research staff and alumni, through our digital platforms and in-person delivery (as appropriate):

- Comprehensive digital careers education via the King's College London KEATS platform organised by the stage of your career journey, with specialist guidance for specific student communities and on sourcing and developing your own meaningful work experience.
- Confidential 20-minute one-to-one careers guidance discussions with a professional Careers Consultant to support you at whatever stage you are
- Confidential 20-minute one-to-one application guidance discussions with an Application Adviser to review your CV, cover letter or applications.
- Practice interview provision for individuals who have been invited to a real interview, lasting 50-minutes with a Careers Consultant to allow you to experience a real interview situation.
- Access to longer guidance discussions on referral from an initial careers guidance appointment.
- Access to exclusive guidance appointments, workshops, employer initiatives for UK undergraduate under-represented students through our Careers+ programme.
- An extensive physical, virtual and HyFlex events programme of employability workshops, panels, careers fairs or festivals, employer presentations and workshops delivered by Careers Consultants, employers, alumni and facilitators both across King's and within faculties.
- A custom suite of internship programmes building career confidence and for students under-represented in higher education and from diverse heritage backgrounds.
- An exclusive vacancy board listing part-time, internship, placement, graduate entry, entrepreneurial and experienced hire opportunities.
- Online resources and subscriptions including student-led Pathways, InterviewStream, Graduates First, Vault: Career Insider, eCareersGrad, EFMD HigherEd, CaseCoach, VMock (for King's Business School) and GoinGlobal.
- Comprehensive digital careers education, information, resources and content on the KEATS virtual learning environment.
- Coordination and support for industry placement delivery for King's Business School and the Faculty of Natural, Mathematical & Engineering Sciences.
- Takeaway materials at our main Careers Centre on the Strand Campus.

# KING'S CAREERS & EMPLOYABILITY

Building Success



- Signposting or referral to other support services either within King's or externally.

## Our functions

### Careers Education & Guidance

Our Careers Consultants will advise you on both an individual and group basis, helping you to develop the skills you need to succeed in your career at whatever stage you may be.

Our Application Advisers can advise you on your CVs, cover letters and applications, both individually and through regular group workshops held throughout the year.

### Employer Engagement

Our Employer Engagement Teams are the first point of contact for all employers and organisations wishing to recruit and develop talent from King's College London.

Our Employer Relations & Development Advisers manage relationships and connections with employers, our King's Internships Advisers develop and deliver meaningful work experience, our Events & Experiential Learning team create our portfolio of activities and events alongside supporting skills activity and our Global Placements Advisers manage year-in-industry placements in the Faculty of Natural, Mathematical & Engineering Sciences and King's Business School.

### Student Careers Engagement

Our Student Careers Engagement Team oversee our King's Experience awards portfolio, the Student Opportunities Fund, our Student Advisory Board, our online and digital presence including our digital careers education and online resources, marketing, communications and systems.

### Data & Operations

Our Data function manages the institution's oversight of the HESA-led Graduate Outcomes Survey (GOS), together with providing analysis, advice and guidance to help improve our provision whilst our Operations team ensure smooth-running of the department.

## Feedback

We really value feedback, both positive and negative, as it underpins continuous quality improvement within our service and is vital to us. You may provide us feedback in person or online. Complaints are dealt with in line with our [complaints procedure](#).

We also very much value the opportunity to work collaboratively with our students through co-creation, so if you'd like to get involved or if there is anything we can do to improve your experience with King's Careers & Employability, and to ensure you feel safe and welcomed, please [let us know](#).

---

### Updated: July 2021

*King's Careers & Employability is a member of the [Association of Graduate Careers Advisory Services \(AGCAS\)](#) and as such upholds their codes of best practice in graduate recruitment.*