

## Careers & Employability Service

### Mission Statement

'To create an environment for sharing knowledge and inspiring and empowering individuals to be confident in making informed choices about their future aspirations'

### Aims

- Work to relevant legislation and professional standards and adhere to BU Policy on confidentiality, equality & diversity
- To provide a quality assured portfolio of employability resources to meet career planning needs
- To cultivate strong employer relations to facilitate career opportunities
- Work collaboratively with a variety of internal and external stakeholders
- To encourage individuals to reflect and take responsibility for their personal and professional development

### Objectives/Client Outcomes

- Promote a service which enables individuals to explore a range of careers and employability options and **make informed career decisions**
- To enable individuals to **understand the skills and competencies** they have to offer employers and how to **market** these appropriately in the job application process
- To enable individuals to **develop employability skills** through the promotion of relevant work experience/placement opportunities
- To enable individuals to become **more knowledgeable** about the current labour market **and commercially aware** of specific job sectors