

<https://wrexham.ac.uk/careers/>

# Careers and Employability Service Handbook

A department within Student and  
Campus Life

**ask**  
Careers and  
Employability

**W**

Prifysgol Wreccsam  
Wrexham University

# Ask About Careers and Employability

**Employability is... 'a set of achievements – skills, understanding and personal attributes – that makes graduates more likely to gain employment and be successful in their chosen occupations.' Mantze Yorke (2006)**

## Our Mission

Our friendly, supportive and non-judgemental Careers and Employability service is designed to provide impartial and professional information, advice and guidance for potential students, current students and graduates.

The Skills Framework has been designed to effectively help learners to understand the attitudes, attributes and skillsets they can develop at Wrexham University, and equip students to achieve their career aspirations and professional potential. The service supports the university to embed employability within professional support, to give rise to student success, and enhance learning and career opportunity for students and graduates.

Careers and Employability work with Employers, Recruiters and Voluntary Organisations to promote their vacancies and opportunities and support them to link to a motivated workforce of students and graduates.

# Our Values

**Accessible** - understanding the individual needs of students to overcome barriers that may otherwise impact on succeeding in their studies and chosen career

**Supportive** - empathising with everyone according to their circumstances and developing appropriate support that encourages them to flourish in all areas of their lives

**Innovative** developing original and holistic mechanisms of support

**Ambitious** - evaluating interventions and support activities to determine their impact, within a creative and enabling team, which continuously aims to challenge existing ways of working and improve effectiveness.

## Our Standards

All Careers & Employability professionals have specific expertise in their related areas including holding appropriate postgraduate qualifications in careers guidance.

We are a member of Association of Graduate Careers Advisory Services (AGCAS), adhering to the AGCAS Code of Ethics and Membership Quality Standard and committed to the WU Equality & Diversity Policy.

# Who Do We Support

## We welcome the following users to the service:

- Currently registered, full-time, part-time and distance learning students on degree and postgraduate diploma (or equivalent) courses.
- Currently registered students, on the above courses which are jointly awarded by Wrexham University and a partner institution, in cases where Wrexham is the “administering institution”.
- Students temporarily suspended from the above courses.
- Students who discontinue from the above courses are entitled to use the service for a period of up to 3 months after their study ceases.
- Graduates of Wrexham or Glyndŵr University (those having received their award in the last 12 months take priority)
- Potential Wrexham University students, who have made an application or have attended an Open Day.
- Staff of Wrexham University

**Unfortunately, we do not have the resources to help those who do not fall into the above categories.**

**However, we are happy to provide details of other agencies that may be able to help you.**

# What We Offer

**Careers Guidance** - whether you're a first-year student or a graduate, or you have a clear career path in mind or not, Careers and Employability is here to help you.

We offer practical one-to-one help with career planning and career management, as well as help with CVs, applications and mock interviews.

We also have extensive information on graduate jobs, postgraduate study and provide support for International students.

It is important to be aware of what you can and cannot expect from an advice and guidance appointment.

## **A Careers Adviser can:**

- Help you reflect on your experiences and how these may relate to occupational choices.
- Assist you in developing actions relating to your priorities and career goals.
- Signpost useful resources and sources of information to help inform your decisions.
- Review your CV, application form or personal statement, and provide feedback.
- Provide support linked to the recruitment process.

## **A Careers Adviser cannot:**

- Make decisions on your behalf.
- Tell you what to do.
- Write your CV, Application Form or Personal Statement.
- Give legal advice e.g. advice on whether you are eligible for a work permit.

# What We Offer

**Employment opportunities** – Access the university's only online directory of vacancies dedicated to graduate jobs, part-time jobs, vacation work, voluntary work, internships and placements. Regular opportunities also shared on social media.

**Temporary on-campus vacancies including:**

Student Ambassador scheme

Children's University Ambassadors

Graduate Associates

**CV and application reviewing service** – Once our CV Pathway has been completed, careers documents including CV's, cover letters and applications can be reviewed with feedback from a Careers Adviser. to make sure you are presenting yourself in the best possible way to employers. Appointments also available.

**Employability Enhancing Events** – Get involved in our series of Community Connect events, and employer and industry insights.

**Employability Enhancing Programmes** – Get to know yourself and your chosen industry with award-winning Make Summer Work For You. Enhance personal development, wellbeing, self-confidence, a positive mind-set and leadership skills. Available during summer months.

**Careers and Employability Drop-in sessions** - The team host on campus careers drop-ins throughout term time in the ASK reception space (Edward Llwyd Building). Pop along to ask any career queries you may have.

**Tailored Employability skills profile** – Linked to the University Skills Framework, discover your skill strengths and set yourself developmental goals with our 'Skills' module.

# What We Offer

**Employability enhancing modules** – ‘Pathways’ are self-guided online learning modules created by our team to help you navigate you through a number of career topics. Pathways can be completed any time and at your own pace.

**A tailored Careers Passport** – Create an evidenced ‘Career Passport’ you can use for your own development and to log your careers and employability activities and achievements to share with tutors, advisers, and employers.

**Interview preparation** – Careers Guidance appointments and mock interviews can be arranged to help with interview techniques.

**Career Development Learning sessions** – employability support in-curriculum. We work with academics to deliver group sessions within the curriculum to help you develop lifelong career management skills. Ask your tutor for upcoming sessions. Tutors are welcome to contact the team to arrange sessions to suit your student’s needs.

**Practice Psychometric Tests and Assessment Centres** – administered by a fully qualified Careers Adviser.

**Self-guided resources** – ‘Career Discovery’ is home to our dedicated online library of over 2500 resources, tools, interactive guides and videos to cover all careers and employability topics.

We also recommend suitable external resources during guidance such as LinkedIn Learning, the Pay Index, WorkFinder, GoinGlobal. and Business Graduate Association.

**Graduate support** - As a graduate, you can enjoy lifelong careers support and guidance. To continue to use our service after graduation, be sure to update your personal email address in the Careers Portal.

# The Careers Portal

All of our support can be accessed through our careers portal. Our portal provides access to a live jobs and work experience board, events calendar, direct connection to our qualified Careers Advisers, and free learning resources.

Available for students, graduates and staff, The portal is free to access and available 24/7, for as long as you need.

Log in with your student details [here](#), or register as an Alumni.





### **Looking for paid work, volunteering or work experience?**

Search and apply for paid (both full, part time and graduate) and voluntary opportunities in '**Opportunities**'.

Sign up to receive email alerts to never miss out on an opportunity.

### **Need guidance from a qualified Careers Adviser?**

Head to '**Appointments**' to book careers planning and management guidance with one of our Careers Advisers.

Careers Clinic and E-Guidance are available for all students, graduates and staff

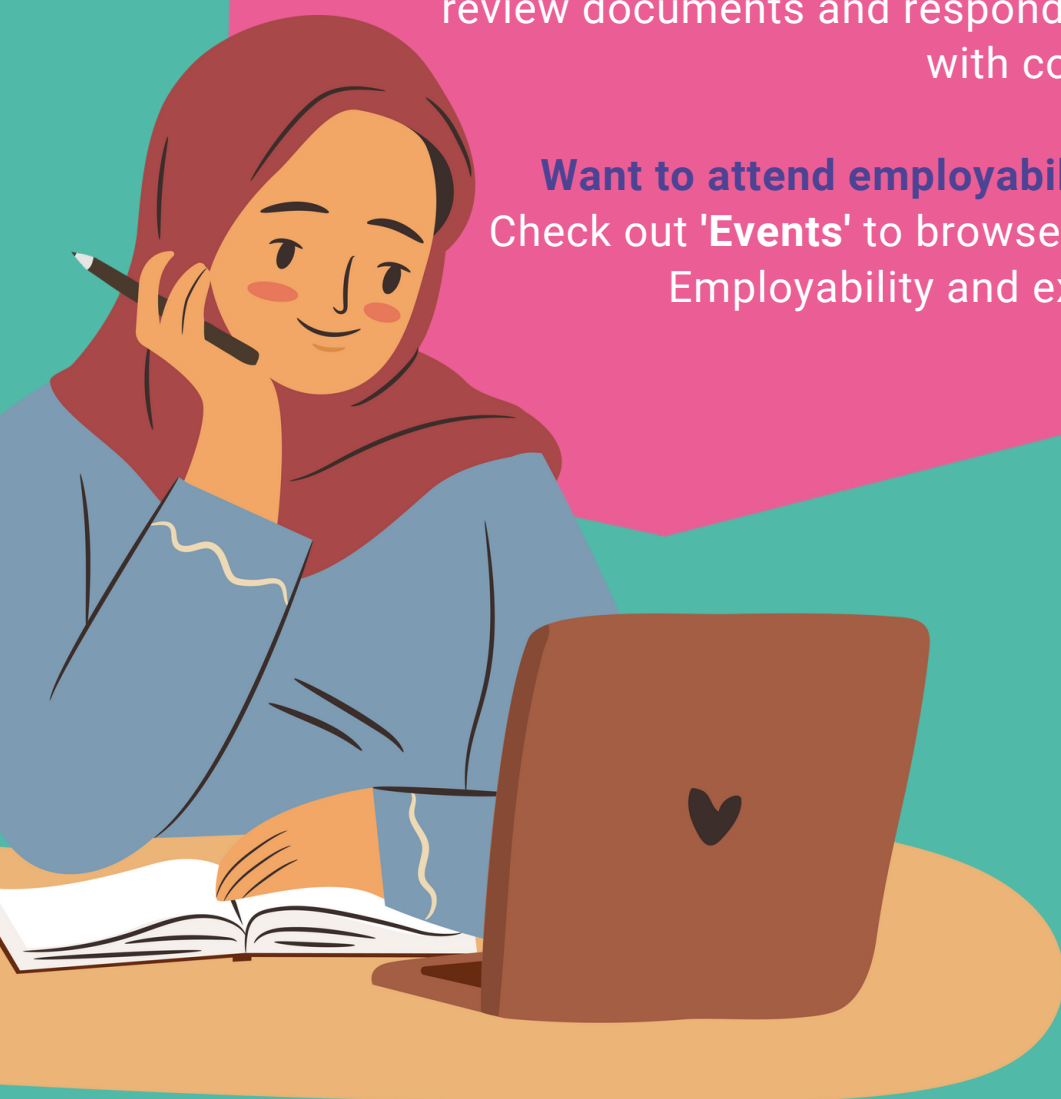
Users are encouraged to use the appointment finder triage tool to direct to the most appropriate support.

### **Need a CV/application review?**

Upload CVs, cover letters and personal statements under your '**My Profile**' section '**My CVs**'. A Careers Adviser will review documents and respond within 5 working days with comments and support.

### **Want to attend employability enhancing events?**

Check out '**Events**' to browse and book Careers and Employability and external careers events.



## Want to develop and showcase your employability skills, knowledge and confidence?

Check out 'Pathways'. Pathways are self-guided learning modules created by our team to help you navigate you through a number of career topics. Pathways can be completed any time and at your own pace.

## Looking for learning resources?

See 'Career Discovery' for our dedicated online library of careers and employability resources, tools, interactive guides and videos.

See '**Resources**' for links to the Pay Index - a pay transparency tool, **WorkFinder** - find work experience with start-up companies, and **GoInGlobal** - find employment outside of the UK for International and home students.

### \*NEW FOR 2023\*

#### 'Skills' module

See 'Skills' to start your personal career skills development journey

#### Career Passport

Record your careers and employability development and achievements in your own Career Passport

Got a question? - Submit a question direct to the Careers and Employability team under 'Queries'.



“I have had great help refining my interview skills, and they [Careers and Employability] are always there whenever you need them, especially when you need to practice before an job interview.” – **1:1 interview preparation**

“Another fantastic session – I always enjoy listening and seeing how well you motivate and inspire our students.”  
– **Career Development Learning sessions**

“Future Leaders helped me build on my own confidence, helped me reflect on the mountains I've over-come and showed me that being my true [authentic] self is my super power to succeed in the future.”

– **Future Leaders Programme**

“The programme provided a valuable work experience opportunity. GO Wales has made the process of getting my foot in the door a lot easier and I'm really thankful for it.” – **GO Wales AtWE Work Experience programme**

Accessed our support as a WU student or graduate and want to inspire the next cohort of students to achieve their full potential? Share your experience with the Careers and Employability Service.

We continuously review the quality and relevance of our service and would welcome any feedback that you can give us. Online feedback forms are available from Careers and Employability that you may use to post any compliments, complaints, or suggestions about our services.

# Policies, statements and documents

For further guidance, access our Careers and Employability Service policies here:

[Usage Policy](#)


[Ethical employment in the supply chain](#)

[Employer policy](#)

[AGCAS Code of Ethics and Membership Quality Standard](#)

[Complaints Policy](#)

For further information about Wrexham University Policies, statements and documents, head to the [University website](#)



## Contact Us

Visit the ASK space on the ground floor of the Edward Llwyd Centre for Careers and Employability signposting support.

Telephone: 01978 293240

Email: [careers@glyndwr.ac.uk](mailto:careers@glyndwr.ac.uk)

Web: [wguconnect.glyndwr.ac.uk](http://wguconnect.glyndwr.ac.uk)

Twitter: @WUCareers Facebook: WUCareers Instagram: wucareers



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Wrexham University



**AGCAS**  
MEMBERSHIP  
QUALITY STANDARD  
2023 - 2026