

Creative Careers Policy - Definition of Clients

Current students

Our first priority is to **current students** of the University of the Arts London.

- FE, HE, full-time, part-time and Artscom students (currently on ongoing courses of at least one term, but not short one day short courses).
- Students at any point during their course, from enrolment until the last day on their course.

Past students

Our second priority is to **past students** of the University of the Arts London whose most recent full-time course was with us. Please note: If a student completes an FE course here and goes on to HE elsewhere or an HE course here and goes on to PG elsewhere, they should be referred to their most recent institution.

- **Past students** can access the Careers Centre indefinitely
- **Past students** can access careers coaching, CV checks and Creative Careers workshops for up to 2 years after they leave the University (unless they go on to study elsewhere to complete their degree/post graduate education).
- **Artscom** students who have completed a course of at least one term at the University can use the resources of the Careers Centre indefinitely, but are NOT eligible for individual careers coaching, CV checks or Creative Careers workshops. Please note: If an Artscom student goes on to FE or HE elsewhere, they should be referred to their most recent institution for help.

Other clients

Academic staff Academic staff are not eligible for careers coaching although they are welcome to make use of the resources of Careers Centre. In the first instance, academic staff, making a careers enquiry on their own behalf, should be referred to the University's HR department or outside provision such as C2 * (see below)

Prospective students are not eligible for careers coaching, CV checks or Creative Careers workshops. These students should be referred to their nearest Careers Guidance provider. International students (outside of the EA) should be referred to the university's International Office.

Summer school students are viewed as prospective students and are not able to access Creative Careers until they have enrolled on an FE or HE course at the University.

Language Centre students are viewed as prospective students and are not able to access Creative Careers until they have enrolled on an FE or HE course at the University.

Exchange students can use the Careers Centre resources, but only have access to careers coaching, CV checks and Creative Careers workshops if they are spending one full-time term at the University.

Non UAL students and graduates are not eligible for careers coaching, CV checks or Creative Careers workshops. Non UAL students should be referred to their own institution's careers service. Non UAL graduates, whose own institutional Careers Service is in AGCAS, can access the Careers Centre by appointment only (maximum one per day). Non UAL graduates seeking careers coaching should be referred to outside provision such as C2 (see below) or other providers included on our 'Alternative Sources of Careers Advice and Guidance' listing.

* **C2** - The Careers Group, University of London, Stewart House, 32 Russell Square, London, WC1B 5DN Telephone: 020 7863 6060 Email:

Policy checked and updated September 2009

