Careers Service

	Key Issues to be addressed	Actions	Lead Responsibility	Timescale	Our target/outcome	Disability	Race	Gender	Age	Trans-gender	Sexual Orientation	Religion/ Belief	Maternity Pregnancy
Careers Service													
1.1	Ensure Careers Service premises are as accessible as possible to all students	Undertake full disability audit of the Careers Service to assess accessibility of CS's premises	SF	Annual	Careers Service offices are compliant with legislation and open and accessible to all visitors	X							
1.2	Ensure all Careers Service materials both physical and web based meet the needs of as many students as possible	Undertake full disability audit to assess Careers Service materials	HW	Annual		X							
1.3	Ensure Careers Service staff are aware of disability issues	Deliver regular training sessions in liaison with D&DS. HW to attend Disability Liaison Officer regular meetings	SF HW	November 2009 Ongoing	CS staff have access to relevant information to support students with disabilities	X							
1.4	Provision of careers information for students with disabilities	Produce Briefing Sheet – Support for Disabled Students	HW/MZ	September 2009	Briefing Sheet produced	X							
1.5	Provision of careers information for students with dyslexia	Produce Briefing Sheet – Dyslexia and Employment	HW/MZ	September 2009	Briefing Sheet produced	X							
1.6	Provision of careers guidance to widening participation students at pre-entry stage	Participation in Higher Futures project delivering careers guidance to those on work based FE courses and those in employment	LM	August 2010	To help to increase number of adults from vocational backgrounds who undertake courses at the University	X	X	X	X	X	X	X	X
1.7	Enhance support for current students recruited through widening participation initiatives	Deliver employer based mentoring scheme	ES	May 2010	Minimum of 15 students supported through mentoring scheme	X	X	X	X	X	X	X	

	Key Issues to be addressed	Actions	Lead Responsibility	Timescale	Our target/outcome	Disability	Race	Gender	Age	Trans-gender	Sexual Orientation	Religion/ Belief	Maternity Pregnancy
1.8	Enhance support for International Students	Deliver a range of targeted services for International Students	JE	Ongoing		X	X	X	X	X	X	X	
1.9	Support from the Careers Service for all groups	Review extent to which Careers Service reaches relevant client groups	SF	April 2010	Monitoring information available to inform Careers Service Equality Action Plan 2010/11	X	X	X	X	X	X	X	