

Career Advice and Student Employability Support Framework

Policy Title: Career Advice and Student Employability Support Framework

Document reference: LAAT-CA-POL-CES

Department / Function: Career and Employability / Student Support

Owner: Dean, Dr Manoj Ponugubati

Oversight committee: Academic Board

Approving body: Academic Board (recommended) / Board of Governors (final)

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Supersedes: None

Regulatory alignment with Office for Students (OfS) Conditions

This Career Advice and Student Employability Support Policy forms part of the London Academy for Applied Technology's (LAAT) student success, academic quality, and institutional governance framework. It supports the development of students' career readiness, employability skills, and progression into graduate-level employment or further study by ensuring that structured career guidance and employability support are integrated within the student learning experience and institutional support services.

The Policy aligns with **OfS Condition B3 (Student Outcomes)** by supporting students' successful progression, completion, and advancement into professional employment or further study. Through structured employability initiatives, careers guidance, and skills development opportunities, LAAT seeks to enhance students' preparedness for the labour market and improve graduate outcomes in line with sector expectations.

The Policy also supports compliance with **OfS Condition C1 (Consumer Protection Law)** by ensuring that students are provided with clear, accurate, and accessible information about the careers advice and employability support available to them throughout their studies. In addition, the Policy aligns with **OfS Conditions E1 (Public Interest Governance) and E2 (Management and Governance)** by establishing defined responsibilities, oversight arrangements, and institutional monitoring processes to ensure that employability support is effectively delivered, reviewed, and continuously enhanced in response to student needs and labour market developments.

This Policy is informed by relevant sector guidance and is implemented through LAAT's academic governance and student support arrangements to ensure that career

development opportunities remain accessible, effective, and aligned with the institution's commitment to supporting positive student outcomes.

Terms of Reference

1. Purpose

This policy sets out London Academy for Applied Technology's (LAAT) approach to providing career advice and employability support to students. It ensures that students receive timely, accessible, and appropriate guidance to enhance their employability, career planning, and progression into employment or further study.

The policy supports LAAT's commitment to student success, aligns with validating partner expectations, and meets regulatory requirements relating to student information, fairness, transparency, and consumer protection.

2. Scope

2.1 Applicability

This policy applies to all students enrolled on higher education programmes delivered by LAAT under franchised or validated arrangements, across all modes and levels of study.

2.2 Exclusions and Precedence

Where any inconsistency arises between this policy and the requirements of LAAT's validating partner or external regulatory expectations, the partner or regulatory requirements will take precedence.

3. Definitions

- **Career Advice:** Guidance provided to students on career options, job search strategies, professional development, and further study pathways.
- **Employability Support:** Structured activities and services designed to develop students' skills, experience, and readiness for employment.
- **Career Guidance Session:** A one-to-one or group session delivered by trained staff to support student career planning.

4. Principles

LAAT applies the following principles in delivering career and employability support:

- **Student-centred provision:** Services designed to meet diverse student needs.
- **Accessibility and inclusivity:** Support available to all students, with reasonable adjustments where required.
- **Quality and professionalism:** Guidance delivered by appropriately trained staff.

- **Continuous improvement:** Services informed by student feedback and graduate outcomes data.
- **Transparency:** Clear communication of available services and how to access them.

5. Policy Statement

5.1 Career Guidance Provision

LAAT provides structured career guidance through one-to-one appointments, group sessions, and digital resources to support students in career planning and decision-making.

5.2 Employability Development

LAAT delivers employability activities including CV support, interview preparation, workplace skills workshops, employer events, and placement guidance.

5.3 Information and Access

Students are provided with clear information on available career services and how to access them through student handbooks, induction, and online platforms.

5.4 Inclusivity and Reasonable Adjustments

LAAT will make reasonable adjustments to ensure students with protected characteristics can access career services equitably.

5.5 Student Feedback

Student feedback on career and employability services is collected and used to improve provision.

6. Governance and Oversight

Strategic oversight is provided by the Board of Governors. Academic and operational oversight is delegated to the Academic Board.

The Academic Board will:

- Approve and periodically review this policy
- Monitor employability performance indicators
- Receive reports on career service effectiveness
- Recommend enhancements to employability provision

7. Monitoring, Compliance and Review

7.1 Monitoring

Engagement with career services, student feedback, and graduate progression data are monitored by the Career and Employability Team and reported to the Academic Board.

7.2 Compliance

Failure to follow agreed procedures may be addressed through appropriate institutional processes.

7.3 Review

This policy will be reviewed annually or sooner where required by regulatory or validating partner changes.

8. Standard Operating Procedure (SOP)

Detailed operational procedures for delivering career guidance and employability services are set out in **Appendix A**.

9. Responsible People /Roles Includes

- **Dean (Policy Owner): Dr Manoj Ponugubati**
Provides strategic oversight and ensures policy implementation and regulatory alignment.
- **Careers and Employability Lead: To be appointed**
Coordinates delivery of career advice services and employability support initiatives.
- **Academic Staff**
Embed employability skills within teaching and support students' career development.
- **Students**
Engage with employability support and take responsibility for their career development.

List of people and contact

Role	Name	Contact email
Dean	Dr Manoj Ponugubati	manoj@laat.ac.uk
Career and Employability lead	To be appointed	To be provided

10. List of Document

- Graduate Outcome Survey Policy
- Student support and wellbeing Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy

11. Evidence

- Graduate Outcome Survey Policy
- Student support and wellbeing Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy

Evidence items mapping table for related OfS conditions

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Graduate Outcome Survey Policy	Ensures systematic collection and analysis of graduate employment and further study data, enabling monitoring of student progression and labour market outcomes. Demonstrates institutional commitment to improving graduate employability and supporting positive student outcomes.	B3 (Student Outcomes), E2 (Management and Monitoring)
Student Support and Wellbeing Policy	Provides comprehensive support services that enhance students' personal development, resilience, and readiness for employment. Demonstrates the institution's commitment to supporting student success and progression.	B3 (Student Outcomes), C1 (Student Support Transparency)
Equality, Diversity and Inclusion Policy	Ensures fair and inclusive access to employability opportunities, career guidance, and support services for all students regardless of background or protected characteristics.	E1 (Public Interest Governance), C1 (Fair and Transparent Processes), B3 (Student Outcomes)
Data Protection Policy	Ensures that personal and graduate outcome data collected through employability services and surveys are handled securely and in compliance with UK GDPR requirements. Demonstrates responsible management of student data.	E2 (Effective Management and Internal Control), C1 (Consumer Protection Transparency)

Appendix A – Standard Operating Procedure (SOP): Career Advice and Employability Support

Stage 1 – Student Awareness and Access

- Career services introduced at induction and through student communications.
- Service access details published on LAAT platforms.

Stage 2 – Individual Career Guidance

- Students may book one-to-one career guidance sessions.
- Guidance includes career planning, CV review, and job search advice.

Stage 3 – Employability Skills Development

- Workshops provided on employability skills, interview techniques, and workplace readiness.
- Digital resources made available for self-directed learning.

Stage 4 – Employer Engagement and Opportunities

- Employer talks, networking events, and recruitment activities facilitated.
- Support provided for internships and placement opportunities.

Stage 5 – Monitoring and Quality Enhancement

- Engagement levels and student feedback monitored.
- Services improved based on evidence and outcomes data.