

A12 Careers and Employability Policy

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1 Introduction

1.1 Purpose

This policy outlines SAE Institute's commitment to delivering high quality, career-focused education, information, advice and guidance. In developing this policy, SAE recognises the importance of ensuring that its graduates are fully prepared for employment (including business start-up) and able to compete successfully within a competitive graduate employment market.

This policy further aims to promote student employability and career prospects by providing students with access to an innovative blend of practical and 'soft-skills' career education, information and guidance programmes, which will underpin the student's employment and career objectives. This policy should be instrumental in helping address the key student motivations of self-fulfilment and the attainment of career aspirations.

1.2 Related Policies and Documents

This policy should be read in conjunction with:

- A04 Academic Governance
- A05 Academic Quality Assurance Policy
- A07 Learning and Teaching Review Policy
- A12.1 Transferable Skills and Graduate Attributes
- A16.2 Equality, Inclusion and Diversity Policy
- Student Handbook or Programme Handbook

2 Scope

This policy applies to all students registered with SAE Institute across Europe and the wider Education Partnerships, validated by a UK Higher Education provider, to deliver undergraduate and postgraduate programmes.

3 Policy

3.1 Policy Statement

SAE Institute will ensure that:

- Programmes are designed to reflect relevant industry skills.

- Industry advisors and other relevant stakeholders are consulted in the design and development of curricula.
- Employability skills are embedded within the curricula.
- Assessment activities are authentic and representative of industry practice.
- Students are given opportunities to work on simulated industry projects and, wherever possible, live briefs with industry partners.
- All students and alumni have access to careers guidance through faculty, support staff, industry links or dedicated careers advisors as applicable.

3.2 Policy Implementation

In implementing these policy commitments, SAE Institute will:

- Ensure active industry partnerships are established and maintained, through Industry Advisory Councils and other links.
- Continue to support staff development and training to ensure they can discharge their responsibilities in supporting students and alumni.
- Consult regularly with industry advisors and relevant stakeholders, including students, to ensure the relevance of learning, teaching and assessment activities.
- Promote relevant work experience/employment opportunities to students and alumni.
- Create opportunities for students to engage with industry through the use of guest speakers, the creation and hosting of industry events or the promotion of external industry events.

4 Monitoring and Measuring Success

Activities relating to Careers and Employability will be monitored by SAE Institute to determine their effectiveness in achieving the policy aims.

Graduates of SAE Institute will be invited to complete a Graduate Outcomes survey. This may be administered by the Institute or, where appropriate, via an approved third party (e.g., in the UK, a graduate outcomes survey is administered by the Higher Education Statistics Agency fifteen months after a student completes their studies).

The Institute will actively review the information received through the Graduate Outcomes survey to further assess the effectiveness of actions taken in relation to this policy, and relevant amendments will be discussed and agreed with key stakeholders, including, but not limited to:

- Industry Advisory Council
- Student Representatives
- Programme Committees.

5 Policy History

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