



ST. ANDREW'S  
COLLEGE  
Cambridge

**COLLEGE POLICY DOCUMENT**

**Employability and Enterprise Policy**

<b>Issue No.: 01</b>	<b>Document Number: STAN0122014</b>
<b>Issue Date: 19<sup>th</sup> June 2014</b>	<b>Originator: Wayne Marshall</b>
<b>Version: 03</b>	<b>Responsibility: Principal</b>
<b>Reason for version change: Update &amp; Review</b>	<b>Dated: 19<sup>th</sup> June 2014</b>
<b>Authorised by: Wayne Marshall</b> <b>Date: 21<sup>st</sup> July 2016</b>	<b>Signature: <i>Wayne Marshall</i></b>

**Introduction**

This policy details what St Andrew's College Cambridge offers students to support access to work experience and work related activity and build their employability and enterprise skills, to ensure they have a competitive advantage in the local labour market.

The College will ensure that students receive advice and guidance and gain the relevant skills to ensure successful progression into employment or to enhance students' skills to improve long-term career prospects.

This will include ensuring work related activity for all students on Study Programmes and/or where it has been identified as beneficial for the student to undertake work experience to enhance their learning and employability.

**St. Andrew's College Cambridge will:**

1. Support students through regular meetings enabling students to make considered career decisions, to identify the skills needed for progression into employment, enhance existing employment prospects and to help manage lifelong career decisions. All students will have a clear, regularly reviewed Plan discussed with their tutors addressing their individual needs;
2. Provide responsive and up-to-date programmes which meet employers' demands and will improve students' employability and career progression prospects.

3. Ensure that each student on a Study Programme undertakes appropriate work related activity to build their employability skills if relevant to their objectives and future requirements;
4. Provide assistance in finding work placements in order that they are able to apply work related skills in the workplace and connect them with industry. The College will use its direct links agencies to generate work experience, internships and Apprenticeship vacancies;
5. Provide a programme of enterprise activity for students to take part in, including The Young Enterprise Scheme, start-up familiarisation events organised by local business and access to visiting professional advisors (notices will go up in the college to make all students aware of these events);
6. Offer opportunities within the College's Learning Companies to build entrepreneurship and employability skills;
7. Provide students with information on the local and national labour markets, enabling students to make informed choices and applications;
8. Provide opportunities for students and employers to interact through external events and tutorial programmes. The College will use partnerships, including universities, to ensure that students have the greatest opportunity to progress into employment;
9. Support equality and diversity, and minimise barriers to learning.
10. Provide resources to enable students to research career paths, compile CVs, complete online applications and access relevant databases. The student library (student common room at regent Street) will supply a wide range of high quality resources and information on employment and voluntary work opportunities;
11. The library will also have an area within it covering entrepreneurship information and signposting for enterprise activities.

**Reviewed: July 2014, July 2015 and July 2016.**

**Next review: August 2017.**