

# Statement of Service

## Welcome to UCL Careers

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We are one of The Careers Group, University of London's network of locally provided college careers services. We are the dedicated point of contact for career management needs of all UCL clients as defined below.

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### Who can use the UCL Careers?

You can use the UCL Careers if you are:

- a current full time or part time student of UCL following a college accredited degree or post graduate programme of study lasting at least one academic year
- a graduate of UCL who has completed a course within the past two years
- a member of research staff

Other staff are seen at the discretion of the Head of Service. Please ask for details

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### What we offer you

- Employability talks, workshops, courses and coaching sessions delivered by employers and careers consultants
- One-to-one guidance discussions with professional careers consultants who will help you to develop your own strategies for dealing with your situation
- One-to-one CV and application coaching
- Practice interviews
- Access to aptitude tests and personality questionnaires
- Access to college careers fairs and those organised by The Careers Group
- Access to a range of vacancy services
- A library containing labour market and occupational information, information on job-hunting skills and post-graduate study and specialist professional training in a mix of digital and paper formats
- Internet access for careers usage,

## **About our team**

Our team are here to help and advise you on how to use the service and information resources. We also arrange our programmes of workshops, fairs, employer and alumni events, as well as co-ordinating local vacancies for JobOnline. The Careers Consultants will advise you on a one to one basis and help you develop your skills