

Careers Service: Equality and Diversity

Introduction

The University of Bolton Careers Service aims to provide an excellent and supportive service which enables individual students and graduates to realise their aspirations, make informed life choices and achieve their potential. The Careers Service is committed to the ideals and practice of Equality and Diversity in all aspects of its work. It aims to provide a service that is free from unlawful and unfair discrimination and that cherishes diversity in all with whom it works.

Accessibility

The Careers Service is located on the ground floor of the Chancellor's Mall, and is completely accessible for anyone using a wheelchair. The Careers office has been designed in such a way that wheelchair users can access information, resources and the computers, and we also have adjustable desks and a hearing loop available. If you should require assistance, our Information Officers are there to help you locate the information you may need.

Career Interviews

With sufficient notice we can arrange for you to have an extended appointment with a Careers Adviser to discuss your career planning needs. We are also able to organise interpreting services or note takers, ground floor interview rooms and support by telephone or email should you have trouble coming into the Careers Service.

When arranging to see a Careers Adviser we ask that you let us know about any specific requirements in order for us to ensure we support you in the best way possible.

Career Sessions and Events

The Careers Service always endeavours to facilitate participation in sessions and events for all students. We try to ensure that careers sessions and job and volunteering fairs are always located in physically accessible rooms and venues. On request, we will also produce hand outs linked to careers sessions, in alternative formats or large print. Please let us know in advance of any specific requirements you have in order to attend our events programme.

Career Information

We have a vast range of information about careers, employers, employability skills, voluntary work and further study, as well as a range of information on disability issues.

Careers publications, guides and in-house leaflets can be requested in alternative formats. We also have overlays available to purchase in several colours, for visually impaired students. These may help you to read information more easily.

We provide facilities for listening and watching career videos. Headphones are used by everyone so you can adjust the volume accordingly. Software is also available to help you to complete applications and covering letters. Please ask a member of staff for more details.

Staff

All our staff have attended Disability Awareness Training. All Careers Service staff have a responsibility for encouraging good practice in our guidance work with disabled students. Our

Information Officers are tasked with gathering relevant information that will support students and graduates with disabilities and the Head of Service is responsible for improving careers provision for those who have a disability.

Advice and Guidance

As Careers Advisers we regularly update our knowledge by speaking to professionals and attending relevant training and development sessions. We can provide generic information on issues relating to employment and disability, but there may be times when we feel that it may be more appropriate for you to speak to someone with expert knowledge of supporting people with disabilities. This will of course be carried out with your approval.

We also have a Disability Service who you can contact for further information and advice.

Comments and Complaints

If you feel you have been discriminated against or you wish to make a comment or complaint, please contact the Head of Careers and Employability at: careers@bolton.ac.uk