

Careers and Employability Service Referral Policy

CES staff deal with a wide range of student enquiries throughout the year. Generally, we are able to respond to these positively and effectively. However, there are times when we find ourselves unable and/or unqualified to provide students with the information/advice that they require. In instances such as these, we will refer students to appropriate support services within, or outside the university. The main services to which we typically refer students are listed below – their contact details can be found under 'Referral Procedures'.

Student Hub – disability, financial advice, counselling

Personal Tutor – course-specific advice, leaving/changing a course

Student Learning Services – study skills tutelage and advice

Airthrey Park Medical Practice – health care and advice

Outside Agencies e.g. Skills Development Scotland, Job Centre Plus - employment and training.

We will generally refer students directly to these services. However, if a student asks us to contact an agency on his or her behalf, we will not divulge any of the student's personal information without his or her prior permission, in accordance with current legislation.