

Statement of Service & Eligibility Declaration

King's Careers & Employability (KC&E) is part of the Student Success Division in the Students & Education Directorate (SED) and reports to the Director of Student Success.

A full list of our policies and procedures and our Equality, Diversity and Inclusion statement can be found [online](#).

OUR VISION

King's Careers & Employability will be a transformative force in shaping lifelong success. Through inclusive, innovative, and personalised support we will equip students, researchers, and alumni with the skills, confidence, and connections to thrive in a complex, interconnected world.

OUR MISSION

As the subject matter experts for careers and employability, we deliver comprehensive, inclusive, and proactive support through intentionally-designed campus-based, digital, and global initiatives. We collaborate with internal and external partners to integrate employability across the student experience to equip students, researchers, and alumni with the knowledge, skills, resilience, and opportunities they need to cultivate meaningful lives and careers.

Eligibility of access to our services

Students, alumni and research staff are eligible to access our services according to the below criteria. Please [get in touch](#) with us if you are unsure whether you meet the criteria.

King's professional services and academic staff can access [confidential career consultations](#) through the Employee Assistance Programme (EAP) and are not able to access careers appointments through our service delivery, but may be able to access digital tools and services using your King's ID and IT network log-in.

Eligible	Ineligible
A currently enrolled full-time student at King's College London, following an accredited programme of study lasting at least one full semester (including interrupted or dormant students). *	A currently enrolled full-time student at King's College London, following an accredited programme of study lasting less than one full semester.
A currently enrolled part-time student at King's College London, following an accredited programme of study lasting at least one academic year.	A currently enrolled part-time student at King's College London, following an accredited programme of study lasting less than one academic year.
A recent alum of either the above, who has completed their programme of study within the last two years - view our alumni eligibility policy for full details.	A currently enrolled student of the Centre for International Education & Languages including those studying in: <ul style="list-style-type: none"> King's Language Centre King's Summer Schools
A currently employed member of research staff at King's College London.	A currently enrolled student studying on a King's Online or King's Digital Masters programme. ^

A former member of <u>research staff</u> at King's College London who completed their contract of employment within the last two years.	A currently enrolled student of custom King's Professional & Executive Development (KPED) programmes and short courses.
An alum who exits a programme of study with either a Certificate or Diploma of Higher Education within the last two years.	A currently enrolled student in a structured Executive Education programme, including the Executive MBA in King's Business School*** or the Executive MPA in The Policy Institute (International School for Government)
A full-time student of the Graduate Entry Medicine Programme (University of Portsmouth Branch Campus)****	A student of a King's-awarding institution (or holding a memorandum of understanding with the University for other support services), though not an enrolled student of King's College London – including, but not limited to, in the UK and internationally: <ul style="list-style-type: none"> • Courtauld Institute of Art • Hong Kong University School of Professional and Continuing Education • Inns of Court College of Advocacy (ICCA) • Nanjing Vocational Health College (China) • Ngee Ann Academy (Singapore) • Royal Academy of Dramatic Art (RADA) • SUSTech – King's School of Medicine (SKMED, China) • TEDI-London: The Engineering and Design Institute
An alum who commences a programme at King's but opts to exit their programme before reaching any formal exit award**	An alum falling into any of the categories outlined above in this column.

*N.B. whilst King's Foundations students can access areas of our service including KEATS content, our vacancy board and the King's Host Agreement/Graduate Agreement, we are not resourced or funded to deliver a full suite of careers appointments, careers education delivery, employer engagement and dedicated resources for pre-degree students at King's.

**Up to three months only.

***N.B. King's Business School operates its own careers provision including EMBA support. Access to their services following completion of your studies may differ to those offered by King's Careers & Employability.

****N.B. Students studying in Portsmouth will also have access to localised careers services support from the University of Portsmouth for in-person appointments and activity alongside KC&E digital support.

^ King's Digital students can access certain digital tools, but we do not presently provide a full suite offer.

We support King's students, research staff and recent alumni to:

- Build, develop, maintain and identify the right knowledge, attributes, skills and experience from their academic and extra-curricular experiences to enable successful transition into further study or the global labour market.
- Be confident in moving through career management phases of 'Discover', 'Focus' and 'Action'
- Explore their career options and develop their employability through expert guidance, impartial advice, high quality events and activities delivered both in and alongside the curriculum.
- Find employment opportunities during or after their studies, in the UK or overseas.
- Understand and track labour market trends and access exclusive resources to assist their job search.
- Understand and track graduates' progression into employment and other destinations.

We work in partnership with King's academic and professional services colleagues to:

- Enable students to identify, articulate and benefit from the lifelong careers and employability value of their academic and co- and extra-curricular experiences.

- Partner with us to enhance our clients' careers and employability learning and development.
- Use data to help understand how academic programmes lead to future successful career outcomes and maintain King's reputation for employability.
- Monitor and evaluate new and existing programmes using University processes such as Programme Review and PEP, and contribute to measures such as the Teaching Excellence Framework (TEF), using careers engagement, Careers Registration and Graduate Outcomes Survey (GOS) datasets.
- Share good practice amongst colleagues across King's in order that there is a shared understanding of employability principles and practice

We support employers, suppliers and partners to:

- Identify and recruit the best student, researcher and graduate talent for their organisation, sector and industry as a trusted partner of choice.
- Develop diverse talent pipelines in their organisation, recognising the benefits of a range of lived experiences and backgrounds in their sector and aspirations.
- Understand how a King's academic and research experience helps prepare and develop our graduates for future professional success and impact.
- Develop opportunities that help businesses grow and students explore their employability through internships, placements and experiential learning opportunities.

Our services for eligible service users

King's Careers & Employability offers the following services to students, research staff and alumni, through our digital platforms and in-person delivery (as appropriate):

- Comprehensive digital careers education via the King's College London KEATS platform organised by the stage of your career journey, with specialist guidance for specific student communities and on sourcing and developing your own meaningful work experience.
- Confidential one-to-one careers coaching & planning discussions with a professional Careers Consultant to support you at whatever stage you are.
- Confidential one-to-one application guidance discussions with an Application Adviser to review your CV, cover letter or applications.
- Practice interview provision for individuals who have been invited to a real interview with a Careers Consultant to allow you to experience a real interview situation.
- Access to longer guidance discussions on referral from an initial careers planning & coaching appointment.
- Access to exclusive guidance appointments and digital Pathways for students under-represented in higher education through our Careers+ programme.
- An extensive physical, virtual and hybrid events programme of employability workshops, panels, careers fairs or speed meets, employer presentations and workshops delivered by Careers Consultants, employers, alumni and facilitators both across King's and within faculties.
- A custom suite of work-based learning programmes building career confidence and for students under-represented in higher education and from diverse heritage backgrounds.
- An exclusive vacancy board listing part-time, internship, placement, graduate entry, entrepreneurial and experienced hire opportunities.

- Online resources and subscriptions including student-led Pathways, Shortlist.me, CareerSet, Graduates First, eCareersGrad, The Pay Index, EFMD HigherEd, CaseCoach, VMock (*for King's Business School*) and Student Circus.
- Comprehensive digital careers education, information, resources and content on the KEATS virtual learning environment.
- Coordination and support for industry placement delivery for King's Business School and the Faculty of Natural, Mathematical & Engineering Sciences.
- Signposting or referral to other support services either within King's or externally.

Our functions

Careers Education & Curriculum Partnership

Our Careers Consultants will advise you on both an individual and group basis, helping you to develop the skills you need to succeed in your career at whatever stage you may be.

Our Application Advisers can advise you on your CVs, cover letters and applications, both individually and through regular group workshops held throughout the year.

Employer Engagement & Work-based Learning

Our Employer Engagement Teams are the first point of contact for all employers and organisations wishing to recruit and develop talent from King's College London.

Our Employer Relations & Development Advisers manage relationships and connections with employers, our Work-based Learning Unit Advisers develop and deliver meaningful work experience, our Events & Experiential Learning team create our portfolio of activities and events alongside supporting skills activity and our Global Placements Advisers manage year-in-industry placements in the Faculty of Natural, Mathematical & Engineering Sciences and King's Business School.

Service Engagement & Strategic Projects

Our Service Engagement & Strategic Projects Teams oversee our Student Opportunity Fund, KURF, our awards, our Student Advisory Board, our online and digital presence including our digital careers education and online resources, marketing, communications and systems.

Data & Operations

Our Data function manages the institution's oversight of the Jisc-led Graduate Outcomes Survey (GOS), together with providing analysis, advice and guidance to help improve our provision whilst our Operations team ensure smooth-running of the department.

Feedback

We really value feedback, both positive and negative, as it underpins continuous quality improvement within our service and is vital to us. You may provide us feedback in person or online. Complaints are dealt with in line with our [complaints procedure](#).

We also very much value the opportunity to work collaboratively with our students through co-creation, so if you'd like to get involved or if there is anything we can do to improve your experience with King's Careers & Employability, and to ensure you feel safe and welcomed, please [let us know](#).

Last updated: July 2025

King's Careers & Employability is a member of the [Association of Graduate Careers Advisory Services \(AGCAS\)](#) and as such upholds their codes of best practice in graduate recruitment.