CAREERS APPOINTMENT PROCESS

How students access careers guidance and support

YORK COLLEGE & UNIVERSITY CENTRE

Student would like careers support

→ **Is it a quick careers question?**

→ **Complete the Careers Referral Form**

Available via the Careers website, app, intranet or QR code below

→ **Careers Team reviews the referral**

Referral forms are reviewed daily

→ **Is a careers guidance appointment the right next step?**

YES

Attend the weekly Careers Drop-in

- Tuesday | 12:15–1:15pm
- Student Experience Hub

YES

Careers Team contacts the student with a booking link

You'll receive an email with a link to our online booking system.

→ **Student chooses a suitable day and time**

Choose from the available appointment slots that work for you.

→ **45-minute careers guidance appointment**

With a qualified Careers Adviser

NO

Careers Team contacts the student

The team will provide details of the most appropriate alternative support or service.

STU0561/0826

careers@yorkcollege.ac.uk

ucas@yorkcollege.ac.uk

SCAN TO COMPLETE THE CAREERS REFERRAL FORM