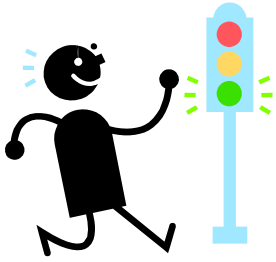


## Making Our Services More Accessible



The 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. We aim to make our services accessible to all our users and are always happy to discuss individual requirements.

Details of the services and programmes we offer can be found on our website at <http://www.aber.ac.uk/careers/>.

### ➔ Location

#### • Students' Union

The Careers Service is in the Students' Union, next door to the Union Shop.

#### Opening hours are:

Monday to Thursday 9am - 5pm and Friday 9am - 4pm

Closed at weekends. Closed until 10am and between 1pm and 2pm during vacations.

(Any variations will be announced on our web site.)

#### Contact details are:

Telephone: 01970 622378

Fax: 01970 622370

E-mail: [careers@aber.ac.uk](mailto:careers@aber.ac.uk)

There is a ramp leading from the back of the Arts Centre to the top entrance of the Students' Union. The double doors can be opened by a push button. The Careers Service is immediately on your left as you come in.

A portable induction loop is available.

### ➔ Information

Information produced in-house by the Careers Service can be made available in alternative formats (eg large print, Braille). Please let the Information Manager or other member of staff know your information requirements, so that we can discuss formats and time-scales. Much of our information is also available on the web, which may assist with accessibility - [www.aber.ac.uk/careers/](http://www.aber.ac.uk/careers/).

Please note that where material has been produced by a third party, you will need to contact them directly to request alternative formats.

Requests for information can be sent to [careers@aber.ac.uk](mailto:careers@aber.ac.uk).

Useful web sites include:

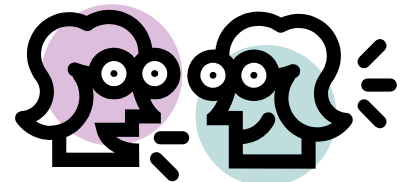
[www.disabilityrightsuk.org/](http://www.disabilityrightsuk.org/) (Disability Rights UK - includes support and information for disabled students)

[www.skill.org.uk](http://www.skill.org.uk) (National Bureau for Students with Disabilities - now closed but information still available)

[www.employ-ability.org.uk](http://www.employ-ability.org.uk) (EmployAbility - includes employment opportunities for students and graduates with disabilities)

[www.businessdisabilityforum.org.uk](http://www.businessdisabilityforum.org.uk) (Employers sharing best practice and keeping up to date with disability issues. Includes membership list.)

### ➔ Interviews



Careers interviews normally take place in the Students' Union (the exception being outreach work in some departments). Drop-in sessions are held in our office next to the Union shop. Longer interviews are held in a separate room in the Students' Union (but please report to our office next to the shop when you arrive). Any information you disclose to careers advisers will be treated in the strictest confidence and will not be shared with others. Please see our Statement of Service and Code of Principles for further information.

[www.aber.ac.uk/careers/](http://www.aber.ac.uk/careers/)

This information can be made available in alternative formats.

Mae'r wybodaeth hon ar gael yn Gymraeg. This information is available in Welsh.

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## ➔ How to book

Interviews should normally be booked in person or by phone on 01970 622378. If these options present difficulties, please e-mail us at [careers@aber.ac.uk](mailto:careers@aber.ac.uk) to discuss your individual needs. If there is anything you feel we should know before arranging an appointment for you with a careers adviser, please contact us with the details.

## ➔ Psychometric Tests

If you have been invited by an employer to sit a test, you may wish to discuss with a careers adviser the pros and cons of disclosing a disability before the test. It is often a good idea to do this, as adjustments can frequently be made to assist you. Any such discussion will be totally private and the advisers will not talk about it with anyone else, unless you ask them to do so.

Saville and Holdsworth have produced good practice guidelines for testing individuals with disabilities. The RNIB has produced a guide to taking psychometric tests for individuals with a visual impairment.

## ➔ Workshops

If you require workshop handouts in alternative formats, please let us know in good time so that we can arrange this. Other adjustments for access, such as Notetakers, SpeedText operators or English/BSL interpreters are also available. If you think that the venue for the workshop will cause you problems, please let us know as soon as possible.

Booking procedures for workshops are detailed in the publicity - see our website for the latest information.

## ➔ Questions and Comments

If you have any questions about accessing our services which are not covered above, please get in touch. Do let us know if there is anything we can do to make our services more accessible to you.

