Personal Tutors Pack

A guide to assisting students with their employability

Produced by UCL Careers

Also available online at http://www.ucl.ac.uk/careers/staff/studentsupport/personaltutorpack
Personal Tutors Pack

Overview

UCL Careers has put together this pack of resources and information for Personal Tutors that we hope will be of use to you in your discussions with students. The pack includes information to guide students through their identification and pursuit of a career that they might desire. It also provides you with information about referring students to us for more in depth assistance with their career planning.

• What Does the Careers Service Do?
UCL Careers provides impartial support and guidance to students in defining and developing their careers during and beyond their degree. It does this through a combination of confidential personal advice, information provision, skills training and activities encouraging engagement with prospective employers and others who can provide insight into careers and career management. The What does the Careers Service Do? document in this pack provides a description of the services we offer and information about referring students to us.

• UCL Careers Service Chart
For those who like visual information, the one page chart in this pack shows the various activities students can undertake that are organised by UCL Careers. This is designed to assist you in highlighting these activities in discussions with your students.

• Key Generic Careers Resources
This is a one page list of the key resources provided by UCL Careers for use with your students. This list can be copied and given to the student. More bespoke information can be found on your Departmental Careers Webpages at www.ucl.ac.uk/careers/departments or from UCL Careers at www.ucl.ac.uk/careers.

• Employability Plan
There are various deadlines that occur throughout the year that will affect the employability of the student after graduation. This chart represents a generalised overview of suggested activities students can undertake at different stages during their degree to enhance their employment prospects. It is suggested only as each student will approach it in their own way, taking into account their own personal circumstances and the sector they wish to enter. However the student proceeds, engaging early and being aware of deadlines will make the process easier for most students.
What Does UCL Careers Do?

Item 4 in the UCL Personal Tutoring Strategy states:

*Tutors should support students to ‘develop an awareness of the need for professional and career development and receive guidance on the planning and recording of skills development throughout their studies in order to realise their career aspirations’* www.ucl.ac.uk/personaltutors/personal-tutor-UCL/institutional-expectations

**UCL Careers provides a number of services to help you do this.**

- **Department specific provision (in collaboration with CLTs)**
  Each department is assigned a Careers Consultant who is responsible for a programme of events specific for that department. They devise the programme together with the departmental Careers Liaison Tutor (CLT), who is a member of the department, usually an academic. You can find out who the Careers Consultants are at www.ucl.ac.uk/careers/aboutus/team. The programme will include seminars and events tailored to the subject specialism. Typical core elements might include skills workshops e.g. interview skills, job hunting or CV writing. Subject specific careers sessions can also be provided, e.g. ‘Job Options with your Subject’, ‘Funding Postgraduate Study’. The CLT-Careers Consultant relationship is designed to help integrate UCL Careers into the academic life of undergraduate and postgraduate students. Information about provision in your department can be found through your departmental careers website. A list of these can be found at www.ucl.ac.uk/careers/department.

- **Collection of graduate & postgraduate leaving statistics**
  As part of the obligation of all UK Universities, UCL Careers collects the Destinations of Leavers from Higher Education (DLHE) statistics on behalf of HESA. This information is fed into league tables, such as those published by the Guardian and Times newspapers. In line with HESA rules, data is collected 6 months after the completion of both undergraduate and postgraduate courses. The quality of this data can be impaired by a lack of graduate contact details. Departments can assist UCL Careers in collecting up to date student contact details before graduation. The latest DLHE statistics can be found on the online system. A password so that you can access this system can be obtained from your department Careers Consultant. A list of the consultants can be found at www.ucl.ac.uk/careers/aboutus/team.
‘Face to Face’ student advice
15 minute Short Guidance is useful for first steps in career planning, further study and training, job-search strategies etc.

15 minute Application Advice is useful for students who know what they are applying for but need help on a specific application. These slots cover application forms, CVs and covering letters for specific opportunities. Short Guidance and Application Advice slots are available Monday – Friday, mornings and Thursday evenings (term time only) and afternoons (all year round). Bookings can be made through MyCareers www.ucl.ac.uk/careers/myaccount. We do not take bookings through our general enquiries number, by email or via our website.

One hour ‘Careers Discussions’ are useful for students who feel they need further or more in-depth help with the career planning process and job hunting. Career Discussions are arranged by referral following Short Guidance at a time and date mutually agreeable to the client and Careers Consultant.

Preparation for interviews and assessment centres
For those students who have a confirmed interview we provide them with an opportunity to practice with a Careers Consultant. The student is advised to contact UCL Careers as soon as the date has been confirmed and to provide us with as much information as possible about the position so that questions relating to the person specifications of their job can be devised. In addition to Careers Consultant–led mock interviews, we also organise employer–led mock interviews, as well as employer–led mock assessment centres. Furthermore, students have the opportunity to sit aptitude tests at UCL Careers, similar to those used at many employer assessment centres, and the Myers Briggs Type Indicator (MBTI) assessment giving them an insight into their preferred working style and enhancing their group work skills.

Liaison with key graduate employers
All Careers Consultants are expected to visit employers directly to determine what they are looking for in graduates and identify trends in particular labour markets. This information is shared throughout the UCL Careers and is used to inform both students and relevant departments.

Employability Skills Development
We work with a number of key graduate employers from a diverse range of sectors to run employer-Led skills development workshops and panel events as part of our Skills4Work programme www.skills4work.net. This is a joint UCL Careers & UCL Union initiative which aims to enhance the employability of students. Working with employers who share this commitment we provide students with regular case studies and contact with alumni, to provide a framework for developing these skills. For updates please go to www.ucl.ac.uk/careers/events.

Careers fairs and themed weeks
UCL Careers Fairs differ from many others in being highly targeted on particular sectors or themes. They give students a chance to talk in depth to graduate recruiters and recent graduates about graduate schemes, application and interview procedures and the type of candidates they are looking for. Fairs include Management Consultancy, Banking & Finance, Engineering, IT & Technology and Law. UCL Careers also runs a range of ‘Themed Weeks’ on different employment sectors not covered by our fairs such as Academia, Charities & NGOs, Environment, science and arts. Students also have access to careers events organised by our parent organisation, The Careers Group, University of London. For more information on forthcoming events go to www.ucl.ac.uk/careers/events.

Employer-led presentations and drop-in sessions
Apart from Careers Fairs and Themed Weeks, students have the opportunity to meet a range of employers on campus when they give presentations and attend drop-in-sessions to discuss opportunities within their organisation.
Courses
UCL Careers runs the annual two day ‘Focus on Management’ course which enables students to develop and improve their skills in commercial awareness, negotiation, communication and team working whilst working closely with people who are currently employed by a variety of top blue chip companies. Go to www.ucl.ac.uk/careers/events/focus for details.

As part of the Global Citizenship Programme, penultimate and final year students are able to take part in our innovative two week Employability programme (GCEP). Over the course of the fortnight students tackle all parts of the job search: from initial self-reflection through to every aspect of a selection process. Details can be found at www.ucl.ac.uk/careers/employability

Employer, occupational and career planning literature & resources
Information on all occupational areas and career planning is available online through the UCL Careers website at www.ucl.ac.uk/careers/information. There is also a selection of some reference and takeaway materials available in the Information Room in the Careers Service. Destinations of graduates and graduate labour market information can be found via the What London Graduates Do website http://wlgd.thecareersgroup.co.uk/.

Careers provision to postgraduate students and research staff
We provide tailored careers workshops run by Careers Consultants and employers, including career planning, academic career planning, CVs and interviews, teamwork, networking, and commercial awareness to the university’s postgraduate and research staff population. These groups also have access to 15/30 minute Short Guidance (PhDs/Research Staff) and 60 minute career discussions with a Careers Consultant. Furthermore, we provide a programme of employer-led panel forums and/or fairs targeted only to PhDs and Research Staff. For more information go to www.ucl.ac.uk/careers/researchers

Careers provision for international students
We have dedicated Careers Consultants who provide information and events for international students. Please see the International Careers website page at www.ucl.ac.uk/careers/international.

Careers provision for recent graduates
Help is available to students who have left UCL through our tailored careers provision for UCL graduates. This includes 1:1 coaching and a workshop and event programme. More information is at http://www.ucl.ac.uk/careers/gradclub.

Looking for jobs and other opportunities
Through our online advertising system, UCL JobOnline, we maintain a comprehensive source of vacancies for full and part-time jobs, internships, voluntary work, work experience and graduate scheme opportunities (www.ucl.ac.uk/careers/jobs). Students can select career preferences and receive vacancies and opportunities directly to their inbox using UCLAlert; www.ucl.ac.uk/careers/news.

UCL TalentBank is a shortlisting service we have offered from the autumn term 2012. We are working with organisations, UCL departments and alumni who can offer internships and placements or graduate roles. We will shortlist relevant students and graduates for these positions. We will proactively contact relevant candidates via My Careers Service and UCL Alert, but students can also be automatically considered for these roles by completing a candidate profile at www.ucl.ac.uk/careers/talentbank.
Key Generic Careers Resources

The following are resources that are available from UCL Careers

- **ANNUAL CAREERS GUIDE**: From UCL Careers. See also the UCL Careers website: [www.ucl.ac.uk/careers](http://www.ucl.ac.uk/careers)

- **ONLINE CAREERS LIBRARY**: [www.careerstagged.co.uk](http://www.careerstagged.co.uk) maintained by The Careers Group, University of London. This contains a variety of careers information links including:
  - **INDUSTRY INSIGHTS**: Overview of key job sectors. Insight into labour market, culture, tips for entry and progression, and examples of typical jobs and leading employers.
  - **OCCUPATIONAL PROFILES**: Illustrates over 400 types of jobs, with details of salary ranges, typical employers and vacancy sources.
  - **INFORMATION ON POSTGRADUATE STUDY**
  - **INFORMATION ON JOB HUNTING, APPLICATIONS AND INTERVIEWS, AND RECRUITMENT PROCESSES**
  - **COUNTRY PROFILES**: Work and study in over 50 countries worldwide: job market, vacancy sources and visa requirements.

- **CAREERS SERVICE INFORMATION ROOM**: The information room within the Careers Service has hardcopies for reference and to take away on all the above areas including:
  - **MANUALS, BOOKLETS AND INFORMATION SHEETS ON JOB HUNTING, APPLICATIONS AND INTERVIEWS, AND RECRUITMENT PROCESSES** and more, such as psychometric testing and assessment centres) produced by The Careers Group, University of London
  - **EMPLOYMENT DIRECTORIES, PROFESSIONAL BODY DIRECTORIES, AND SPECIALIST PUBLICATIONS PRESS**

- **DESTINATIONS OF LEAVERS FROM HIGHER EDUCATION (DLHE) DATA**: Access to this information is through the What London Graduates Do website [http://wlgd.thecareersgroup.co.uk](http://wlgd.thecareersgroup.co.uk/)

- **INFORMATION ON CURRENT VACANCIES**: Links to many jobs websites, including our shortlisting service, Talent Bank, and JobOnline, a service provided through UCL Careers [www.ucl.ac.uk/careers/jobs](http://www.ucl.ac.uk/careers/jobs).
# Suggested timeline for getting a good job post-graduation - Standard Version

A generalised overview of suggested activities students can undertake at different stages during their degree to enhance their employment prospects. Students should use this as a guide, taking into account their own personal circumstances and the sector they wish to enter, as this will vary. The colour coding refers to activities provided by the Careers Service (green), activities in which the student can engage independently (orange) and application activities that often have specific deadlines (red). For more details on the activities, including why they can help and how to go about them, please visit [www.ucl.ac.uk/careers/students/information/options/employabilityplan](http://www.ucl.ac.uk/careers/students/information/options/employabilityplan)

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<td>Extracurricular activities e.g. societies</td>
<td>Visit Careers Service and familiarise yourself with what is on offer</td>
<td>Find a part-time job</td>
<td>Volunteer for something you enjoy doing/a cause that is important to you</td>
<td>Apply for Easter &quot;Insight&quot; work experience schemes</td>
<td>Look at job descriptions, employer literature/websites</td>
<td>Start talking to people doing jobs you might find interesting</td>
<td>Start developing skills, e.g. commercial awareness</td>
<td>Think about what you might do over the summer</td>
<td>Work experience in Easter Break</td>
<td>Talk to lecturers/tutors about postgraduate study/PhD</td>
<td>Apply for summer job/make travel plans</td>
<td>Summer job/travelling</td>
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<td><strong>2nd or penultimate Year</strong></td>
<td>Continue extracurricular activities, volunteering, part-time job</td>
<td>Attend Careers Fairs</td>
<td>Attend Careers Forums and other events</td>
<td>Continue to develop skills, particularly those not gained from your degree</td>
<td>Research Employers</td>
<td>Visit Careers Service for CV check</td>
<td>Visit Careers Service for 1:1 discussion about career/further study plans</td>
<td><strong>Apply for summer studentship/internship</strong></td>
<td><strong>Apply for Easter &quot;insight&quot; work experience schemes</strong></td>
<td><strong>Apply for funding for summer studentship</strong></td>
<td>Work experience in Easter Break</td>
<td><strong>Apply for summer job/make travel plans</strong></td>
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<td><strong>Final Year/ Masters</strong></td>
<td>Continue extracurricular activities, volunteering, part-time job</td>
<td>Attend Careers Fairs</td>
<td>Attend Careers Forums and other events</td>
<td>Develop skills</td>
<td>Research employers</td>
<td><strong>Apply for Graduate Scheme</strong></td>
<td><strong>Apply for PhD</strong></td>
<td><strong>Apply for Masters programme, deadlines vary, early is better</strong></td>
<td>Interviews for PhD/Graduate Scheme</td>
<td><strong>Apply and be interviewed for other roles e.g. in Research/SME</strong></td>
<td><strong>Join GradClub</strong></td>
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