

careers@bath

focus on your future



UNIVERSITY OF
BATH

Personal tutor's pack

A guide to assisting students with their
employability

Produced by University of Bath Careers
Service

Careers Service

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This publication is available online at:

<http://www.bath.ac.uk/publications/personal-tutors-pack-careers-service-publication/>

If you need this information in another format, please contact us.

01225 386009 careers@bath.ac.uk

www.bath.ac.uk/careers <https://myfuture.bath.ac.uk>

Overview

The Careers Service 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?**

The Careers Service 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 and guidance, 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?* section in this pack provides a description of the services we offer and information about referring students to us

- **Key generic careers resources**

This is a one page list of the key resources provided by the Careers Service for use with your students. This list can be copied and given to the student. More bespoke information can be found at: www.bath.ac.uk/careers.

- **Employability plan**

There are various deadlines that occur throughout the year that can 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 a suggestion 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. This plan is of particular relevance to non-placement students.

- **Careers support 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 the Careers Service. This is designed to assist you in highlighting these activities in discussions with your students

What does the Careers Service do?

- **Department specific provision**

Each Faculty is assigned a Careers Adviser <http://www.bath.ac.uk/teams/careers-advisers-and-head-of-careers-service/> who will devise a programme of employability activities with a member of staff within the department. The programme can 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'. Careers Advisers also support Faculty Placements team by delivering tailored workshops and pre-placement preparation talks.
- **Collection of graduate & postgraduate destinations statistics**

As part of the obligation of all UK Universities, the Careers Service supports the collection of destinations data on our graduates. This information is fed into league tables, such as those published by the Guardian and Times newspapers. Until recently, data was collected 6 months after the completion of both undergraduate and postgraduate courses in the DLHE survey (Destinations of Leavers from Higher Education). The final collection of data under the DLHE survey was for the 2017 undergraduate leavers. A new survey is currently being implemented (*Graduate Outcomes*) in order to collect destinations data approximately 15-month after course completion. Your Faculty Careers Adviser can answer any question you may have in regards to the destinations data for your programme(s).
- **'Face to face' student advice and guidance**

Our 15-minute **CV and applications advice** appointments are available for feedback on CVs and applications, as well as personal statements for further study. A 20-minute **Careers Appointment** is useful for first steps in career planning, further study and training, job-search strategies etc. These appointments are available daily and students can book online by visiting MyFuture <https://myfuture.bath.ac.uk>. 45 minute **Careers Guidance Appointments** are useful for students who feel they need further or more in-depth help with the career planning process and job hunting. Guidance Appointments can be booked by students by referral after a Careers Appointment in person or over the phone at a time and date mutually agreeable to the client and Careers Adviser.
- **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 Adviser. The student is advised to contact the Careers Service 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 specification of their job can be devised. We also offer students the opportunity to practice interview skills using video interview software. Furthermore, students have the opportunity to sit aptitude tests, similar to those used by graduate recruiters.

- **Workshops, talks, and special events**

The Careers Service runs regular careers workshops throughout the year, sometimes on Saturdays and we also deliver talks via webinars. We also invite guest speakers in to talk about their careers in particular occupations, and run some in-depth special events for particular groups of students – for example the 3-day Sprint programme for female undergraduate students.

- **Careers fairs and employer presentations**

The Careers Service organises a number of careers fairs and hosts employers representing a wide range of industry sectors. Throughout the year students have the opportunity to meet a wide range of employers when they give presentations and deliver skills development sessions

- **Employer, occupational and career planning literature & resources**

The Careers website www.bath.ac.uk/students/careers contains comprehensive occupational sector information and tools to help students clarify their career thinking. We also provide access to aptitude and personality tests which are increasingly used by employers in the selection process. A wide selection of reference and takeaway materials are available in the Information Room in the Careers Service. Destinations of graduates can be found via the *What do Bath Graduates do?* section of the website <http://www.bath.ac.uk/guides/what-do-first-degree-bath-graduates-do/>

- **Specialist careers support**

Within the team we have expertise to provide specialist support. Our team have expertise in supporting international students, doctoral students and research staff. In addition we can support students with disabilities and specialist needs. Help is also available to students who are graduates from the university.

- **Looking for jobs and other opportunities**

Through our online advertising system, MyFuture <https://myfuture.bath.ac.uk> we maintain a comprehensive source of vacancies for full-time jobs, internships, voluntary work, work experience and graduate scheme opportunities.

Careers Service contact details

We are based on Level 2 of **The Virgil Building** on Manvers Street in the city centre but we also offer services on campus. Our Virgil Building office is open **Monday – Friday from 9.30am – 5.00pm** (term time).

Although a reduced service is available during vacation times, our staff are happy to conduct appointments using Skype or over the phone.

For a full list of our services and details of our locations visit our location pages

<http://www.bath.ac.uk/locations/careers-service/>

Key careers resources

- **Careers Service website:** www.bath.ac.uk/careers/
Students can download helpsheets, booklets and information guides on job hunting, applications and interviews, and recruitment processes and more, such as psychometric testing and assessment centres. <http://www.bath.ac.uk/guides/list-of-careers-service-publications/>
- **MyFuture:** <https://myfuture.bath.ac.uk> contains a variety of careers information links including:
 - Current Vacancies
 - Careers Fairs, Employer Presentations and Skills Development Workshops
 - Careers information resources
 - Current news

Students can also use MyFuture to book appointments with a careers adviser.

- **Careers Service information library:** The careers information library within the Careers Service has publications for reference and to take away such as employment directories, professional body directories and specialist publications.
- **What do Bath graduates do?** Every year we collect information on what graduates are doing 6 months after graduation. Students can access this information by visiting the Careers Website <http://www.bath.ac.uk/guides/what-do-first-degree-bath-graduates-do/>.

Employability plan

Suggested career planning & job hunting timeline

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.bath.ac.uk/careers **Please note this time-line is of particular relevance to students not pursuing a placement.**

	Semester 1				Semester 2				Vacation			
	October	November	December	January	February	March	April	May	June	July	August	September
1st Year	Extracurricular activities e.g. societies, company presentations and insight weeks.											
	Visit Careers Service and familiarise yourself with what is on offer											
	Find a part-time job											
	Register for the Bath Award											
	Volunteer for something you enjoy doing/a cause that is important to you											
	Apply for Easter "Insight" work experience schemes											
	Look at job descriptions, employer literature/websites											
	Start talking to people doing jobs or placements you might find interesting											
	Start developing skills, e.g. commercial awareness											
	Think about what you might do over the summer											
					Work experience in Easter							
									Talk to lecturers/tutors about postgraduate study/placement			
									Apply for summer job/make travel plans			
									Summer job/travelling			

Careers support chart

www.bath.ac.uk/careers

