

Employability Guide

2010/11



Welcome

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Here are a small selection of employers that support UWE students and graduates

This Employability Guide covers a range of relevant topics to help you make the most of your career potential. Check out the headings above, or just scan through the publication to find topics of interest. Any feedback on our publication can be sent to: careers@uwe.ac.uk

UWE Careers
Room 2D11
Frenchay Campus

Telephone: 0117 32 82570
www.uwe.ac.uk/careers

Things are brighter than you might think

It may be difficult to get away from stories about budget deficit, cutbacks and economic problems on the news, but the REALITY is much brighter than you may think. Graduates remain the least likely people to be unemployed and while some areas of the graduate labour market are particularly competitive, most UWE graduates last year did get graduate level employment or further study opportunities, and unemployment actually fell.

This Guide is designed to help you help you develop yourself (whatever the economic situation is) and to build the life opportunities you seek. The Guide will help you to review and understand the sort of person you are and what you're capable of; to appreciate the range of opportunities that might be available to you locally, nationally and globally; and to help you prepare to achieve what you want. There are lots of examples drawn from UWE students and alumni to illustrate the information contained in the Guide – personal stories and experiences to help you see what is possible (including Lorraine volunteering in Africa with apes, Tom, doing a Student Research Internship with the Labour Group Office and Angharad who's in a graduate position in GlaxoSmithKline after a placement with the same company).

UWE is a strong university with an excellent teaching record, powerful links with employers and a wide range of highly professional support services. Support for you from the UWE careers team continues even after you graduate and in the face of the challenging job market UWE is implementing a range of additional assistance programmes, including significant discounts on postgraduate programmes. Whatever your situation there should be something in this guide for you. You don't need to read it cover to cover, but dip in and out on the subjects and stories that you find relevant or interesting. The Guide links to a huge range of resources on our website including the interactive learning tool 'MyFuture', as well as setting out how to access our services on each campus.

Good luck with your future.

John Clarke

Assistant Director, Employability and Life Skills,
Student Services, University of the West of England

Campus Services Telephone: 0117 32 82570

Employability and Enterprise Zone (E-Zone):

Frenchay Campus Room 2D11
opposite Core24.

» **Dedicated Information Team:**
Can help answer your questions and enable you to find the right information or resources.

- » **Information staff**
- » **Appointments with a Careers Consultant**
- » **CV checks**
- » **Careers resources**

» **Recruiter Partnership Team:**
Linking students and graduates to jobs, work experience, placements and internships.

» Global Opportunities

» **Ideas Factory:** Information on starting your own business and developing enterprise skills.

» UWE Volunteering

» **Telephone appointments:**
If you are unable to come to UWE to see a careers consultant we can arrange a telephone appointment. Ring 0117 328 2570 to book. These are arranged on the day.

Welcome to UWE Careers...

Providing UWE students and graduates with information, advice and support with...

- Finding the right career
 - Job vacancies
 - Work experience
 - Volunteering
 - CVs, covering letters and application forms
 - Interview techniques
 - Further study options
 - Overseas opportunities
- And much more...

Find us on Facebook:

www.facebook.com/UWECareers

Follow us on twitter:

@UWECareers

Information, advice and guidance

UWE Careers ONLINE – www.uwe.ac.uk/careers

View our extensive web resources including job vacancies, advice about applications and interviews, psychometric testing, case studies, overseas opportunities, further study, specific occupations, career options, work experience and placements, graduate destinations and more...

Careers Consultants

Can coach you and help you become more focused and confident in your career plans.

Online Enquiry Service

Submit your questions online.

Telephone appointments

If you are unable to come to UWE to see a careers consultant we can arrange a telephone appointment. Ring 0117 32 82570 to book. These are arranged on the day.

» Events, presentations

and fairs: Check out our online events calendar to find out what is happening at UWE and in other areas. Go to www.uwe.ac.uk/careers/ students and click on 'Careers events calendar'. Past events have included the 'Think International Fair', Shell Step presentations, skills sessions such as 'how to give presentations', numerous employer visits, graduate scheme opportunities and postgraduate events. We also have an annual careers fair.

Other Campus Services

» **St Matthias, Bower Ashton and Hartpury:**
Careers consultants run appointments on these campuses. Call 0117 32 82570 to book an appointment.



Have a go...

www.uwe.ac.uk/careers

My Future – with practical tools, support, guidance and learning resources to help you understand yourself and your choices. Pick the topics that are most helpful to you at this time. Use it to prepare yourself for your future not just your first job. <http://myfuture.uwe.ac.uk>



Finding jobs – Careers online contains key resources for looking for jobs including Gradsouthwest and other vacancy sources, overseas opportunities, graduate internships, speculative applications and part time jobs.



Going for Interviews

– our online interview preparation pages will help you develop winning interview skills.



Online tests

Practise psychometric testing covering numerical, verbal and analytical skills and personality tests to find out more about you.





Get work experience

How can work experience help me when I graduate?

These days a degree is not enough. Employers tell us that next to a good degree result they look for evidence of work experience. For some careers and postgraduate courses, work experience is a pre-requisite. When you begin to apply for jobs having work experience will help you to show transferable skills and abilities, and demonstrate to an employer that you have made an effort. Work experience also provides insight into career options.

When is the best time to do work experience?

Any time is a good time and it will depend upon what you are seeking and your other commitments, but as a general rule the earlier you do it the better. Some formal work experience schemes are only open to penultimate year students. If you are looking for these then you need to start planning and applying during the autumn term of year 2 of your degree. It can take time to organise work experience so whatever you are looking

for allow sufficient time to prepare a high quality CV, application form and letter, and time to research available opportunities.

How do I find work experience opportunities?

There are many ways you can find work experience opportunities including the following:

A good place to start looking is the careers website work experience pages www.uwe.ac.uk/careers/students/job_find/work_experience.shtml

Search the websites for organisations which interest you including large and small companies, public sector organisations, and the charity sector.

Opportunities at UWE Volunteering

Does volunteering count as work experience? Volunteering is just as valuable as paid employment or placements and in some cases will be the only way you can gain relevant experience.

Volunteering can look really good to recruiters because it demonstrates that you are willing to put yourself out without financial gain which says a lot about your personal qualities. See UWE volunteering section or visit www.uwe.ac.uk/volunteer

Placements

Those students who have completed a placement as part of their award tend to get better jobs and higher salaries when they graduate.

Your Faculty Placement Office will help you if you are doing a placement linked to your award.

If you are not doing a placement you can still do really useful work experience to gain the same added value. UWE Careers offers support for helping to find work experience.

The Job shop

UWESU Job shop advertises vacancies for part-time and vacation work opportunities. Contact jobshop@uwe.ac.uk to register. You could also become a student rep, student officer or take on an active role within one of the many clubs and societies they run.

UWE Temporary Staff Unit

Advertises temporary staff vacancies including admin, secretarial, and library. Contact www.uwe.ac.uk/tsu or e-mail TempUnit@uwe.ac.uk for information

UWE Outreach Centre

(Frenchay 2C22) co-ordinates schemes that offer paid work including Student Ambassadors, Student Tutoring and Mentoring and Student Associate Scheme. These involve working with young people either on Campus or in local schools. Contact outreach@uwe.ac.uk

Join Societies or Clubs at UWE

Organise something or take on a role of responsibility in your club such as being a treasurer or Club President. Become a Student Sabbatical officer. These challenging and responsible posts will develop your leadership and communication skills. Join Student Media. Write articles, publish web pages, edit, video, DJ and much more.

External sources of work experience

SHELL STEP – is a nationwide scheme offering high quality paid summer work placements (including some each year in the Bristol area), in small and medium sized businesses and community organisations, to undertake specific projects see www.step.org.uk for more details.

See our careers website for more work experience opportunities.

Work experience overseas

Travel for work, volunteering or pleasure can give you experience that will help you develop some of the skills that employers are seeking. There are schemes that allow you to spend a year teaching English in Japan (www.jet-uk.org), a year's internship in the USA, summer jobs in the USA or Canada, work and travel in Australia. There are also European exchanges and placements available as a part of many UWE Awards under the Erasmus and Leonardo schemes. See the global opportunities section for more details.

Did you know? UWE Careers can offer support in finding work experience and help you with CVs and covering letters

Questions

Can I approach employers direct even if they don't appear to have any opportunities?

Direct speculative approaches can be successful. Whether you know people already in an organisation or not, don't be afraid simply to write to companies with a letter and CV asking for opportunities for work experience. Don't rely on advertised opportunities and formal placement schemes (which can be extremely competitive) see selling your skills section for help with this.

I already have a part time job does that count as work experience?

All experience is good but try to get work that will broaden out your skills, is relevant to your future goals, and will help you stand out from others. Making the most of what you have done and being able to articulate what you have learned from your part time work is also important. However, some jobs or vocational postgraduate courses require you to have specific relevant experience, for example to apply for a Postgraduate Certificate in Education you must have experience of working with young people in a school.

Should I accept unpaid work experience?

UK legislation states that the National Minimum Wage should be paid to all workers; this is anyone who carries out work or who has a contract. So unless you are volunteering or shadowing someone you should expect to get paid. (The one exception to this is work placements that are part of an HE course; these do not have to be paid the national minimum wage)

However, some organisations offer work experience opportunities that are unpaid. The Careers Service does stipulate to organisations that if they are offering unpaid work then it needs to be on a voluntary basis, with no obligation to carry out specific duties and where the hours you do are flexible to suit your needs.

A word of warning: it is still relatively common for organisations to offer unpaid work in the media or charity sector. Make your decision to carry out the work experience carefully, is the experience going to benefit you and give you an opportunity to make contacts, gains skills, and enhance your CV in a way that no other paid work experience can?

Can I set up my own business to gain work experience?

If you have an idea that you think you could make into a business you could gain some very valuable skills. UWE offer practical advice and support to students who wish to develop entrepreneurial skills. See 'Enterprise at UWE' for more information.



Hayley (BA Marketing) did a placement year with Disney Interactive Studios and now works for them as a Junior Product Marketing Manager EMEA...

Near the end of my final year at university I got a call from the Senior Marketing Manager asking if I had a job currently and if I was interested in the role. From my placement at Disney Interactive Studios I was able to gain valuable experience which made them think of me when the role was made available. My placement year within the organisation was invaluable; it allowed me to get an understanding of the department and the skills it required. My marketing degree was also a good fit with the career I was looking for and gave me the theory behind a lot of tasks I would be completing.

The part I enjoy most about my current role is being able to be creative and seeing TV adverts or print adverts that I have worked on. It gives great satisfaction when you see something you have worked hard on. The fact that each day is different also allows me to enjoy my job as one day I will be presenting to 50 people and the next I will be in an editing suite with voiceover recording artists.

My advice is to try and get as much experience whilst you're at university as you can whether through a placement year, volunteering or a part time job. Having experience on your CV is invaluable and will help you get noticed. Also think about your career choice whilst at university. The earlier you start thinking about the right role for you and applying for jobs the better.

Work experience case studies



Tom (BA International Relations and Politics) did a Student Research Internship with the Labour Group Office over the summer between June and September.

What steps did you need to take to set up your work experience?

I went to visit UWE Careers to get help finding some work experience and enquire about jobs in Politics. A few months later I was contacted about an internship opportunity with the Labour Group Office. I got some help from Careers with tailoring my CV to the internship I was applying for before I sent it off. I managed to secure an interview. It was a panel interview with representatives from Bristol City Council and the Labour Party. I got the job and worked with the Labour Group Office for the summer between June and September.

What typical tasks and activities did your role involve?

Conducted research and reports on current council policy and current national government policy; prepared briefing notes and presentations for Labour Councillors; prepared for and drafted press releases; prepared and drafted councillor statements, motions and questions for full council; handled councillor constituents casework via telephone; attended Group and Leads meetings; researched other political party policies; made contact with other officers of the city council, central government, central Labour office and private organisations.

What did you enjoy most about your role?

I really enjoyed the independence of the role and I was fortunate enough to work under a first-class manager and the leader of the Labour group, who gave me considerable leeway but also guidance. They both also saw the internship as a valuable way in furthering my knowledge and experience and this added to my own personal development throughout the four months. I started by working on a research position only but this quickly developed into a larger role which encompassed a variety of different roles. I was given responsibility and was trusted to do work in my own time and was just asked what I would like to develop each week rather than being in a more controlled environment.

What skills and knowledge have you gained from the experience?

Understanding of political parties and the local government political process; awareness of issues currently affecting Bristol; a comprehension and knowledge of the local government process and issues currently affecting local government; knowledge of councils services such as transport, health and social care, and resources; knowledge of what Councillors require for political campaigning such as canvassing and ward communication. The experience also furthered my personal interest in politics as I hope to gain employment in a political field upon graduation.

Angharad (BA Business Information Systems) is a voice performance specialist for GlaxoSmithKline:

"I didn't apply for the job; I was offered it at the end of my placement year with the company. Five graduates were taken on by the company, only one had not done their placement here and she has already left. It is easy to adapt to the culture of the company if you have already had a placement year."

From my placement year I learnt that if you get out of bed by 9am you can get a lot done by 12pm! I learnt how to manage my time and how working in business is a different way of working from being a student. I also had other interests such as playing the flute in orchestras and was in the Army Cadet Force whilst at school. Technical ability can be off shored by multinational companies, what they want is well rounded people who are organised and can work in teams. I got a 1st Class degree but I got my job before my finals; in fact I think not having to worry about getting a job reduced the stress of my final year and helped me to concentrate so that I could get a 1st.

What advice would you give to UWE students who would like to get similar work to yours?

Do a placement! Start looking early on for work experience opportunities (in September in year 2)



James (LLB with French) was a Law Intern for 'Le Breton et Associes', Paris

What steps did you need to take to set up your internship?

My UWE French Tutor put me in contact with the French Law firm. I had to send my CV and covering letter. I had to do a one page CV in French and to include specific information required. I had an initial telephone interview and they asked me questions about my interests, career plans and motivation to do the placement. I also had to go for an interview in Paris that summer and I was then offered the internship to start in September. I also applied for funding through the Erasmus programme and was successful in obtaining a grant to help me fund my stay in Paris for the year.

What typical tasks and activities did your role involve?

At the beginning, my main role was getting used to working in an office, particularly a law firm. To start with there was a lot of routine administration work including photocopying. As I learnt more and more, I used legal software to draft contracts and other documentation. I attended client meetings and assisted with administrative support and support on changes to contracts. I observed the questioning used by the lawyers. My on-going role involved closing and settling accounts. I also did a lot of research particularly for the senior partners and reported back on findings.

What impact do you hope your experience will have on your career options?

The enthusiasm from the partner I worked under has really motivated me to pursue and achieve a career as a successful lawyer. Before going on placement, I was concerned that I hadn't had any legal work experience, now I have confidence in my future applications that I have a greater knowledge of a law firm environment and I can demonstrate real interest and commitment in my future career.

Disability and Careers Support At UWE

Looking for work experience/employment?

Unsure of the work opportunities that are open to disabled students?

Jessica a Law student said ... "as a student with dyspraxia I struggle with speed and I have very little time to apply for training contracts and vacation placements but through the help of UWE careers they have provided me with an amazing weeks work experience at a Solicitors firm and also provided a mentor who helped motivate me to start filling out applications and writing CV's etc"

Reasons for Employing a disabled graduate

Research has shown that there are benefits to organisations that employ disabled people:

- Having disabled people in the recruitment pool offers more choice.
- Employers have found that disabled employees stay in posts for longer and have a strong commitment to work, good punctuality records and low absentee rates.
- Disabled employees can often bring added problem solving through experience of managing their support requirements.
- Employing disabled people can help to increase the number of disabled customers who use that business.
- Having good policies, practice, procedures and training for all staff will help to produce an organisation that is recognised to be exemplary, because it is representative and diverse.

Legislation

The Disability Discrimination Act (DDA) 1995 makes it unlawful to discriminate on grounds of disability.

Access to work

www.direct.gov.uk/en/DisabledPeople/Employmentsupport/WorkSchemesAndProgrammes/DG_173083

Provides reasonable adjustments to support disabled people and their employers to help overcome work related obstacles. You may be eligible to claim any costs you incur for support needed for job interviews and in work (paid) e.g. sign language interpreters during job interviews. You should make contact with the Access to Work team as soon as possible and register before you start applying for jobs.

To contact Access to Work in the Bristol region telephone 02920 423 291.

How to identify Disabled friendly Employers

There are at least 3 ways in which you can identify organisations that are positive about recruiting disabled people:

1. Disabled Symbol Users (Two ticks)

The disability symbol is awarded by Jobcentre Plus to companies or organisations that have made certain positive commitments towards employing disabled people.

2. Employers' Forum on Disability

The Employers' Forum on Disability (EDF) is an organisation with over 400 corporate members. It aims to improve the job prospects of disabled people by making it easier for employers to recruit, retain and develop disabled employees.

www.efd.org.uk

3. Organisations with targeted schemes

Many large employers run schemes that are specifically designed to help disabled students find work experience. This can give added indicators of an organisation's commitment to equality & diversity and some of the main ones are summarised below:

Bar Council

www.barcouncil.org.uk

Offer advice and assistance on mini-pupillages

BBC Extend Scheme

www.bbc.co.uk/jobs/extend

6-month paid placements for talented disabled people.

EmployAbility

www.employ-ability.org.uk

Assistance and support to disabled students, graduates and new recruits. Graduate internships and programmes are also advertised.

Many more targeted opportunities are advertised on our web.

If you want more information visit www.uwe.ac.uk/careers or call 0117 32 82570 or drop into E-Zone.

Get experience, Get volunteering

with UWE Volunteering



Volunteering gives you experience of a real role in a local organisation

Volunteering enhances your CV and employability.

Volunteering is about having an impact and making a change in the local area.

UWE volunteering can help you to find a role in the community that suits your skills, your interests and your schedule. Whether you have one day a year, or one day a week going spare, there is a voluntary organisation out there which could use your help.

“I have gained valuable work experience by volunteering, which makes me stand out from other job candidates”

UWE English Student, Volunteer Administrator

“My volunteering has confirmed that the career option I had was for me and the right one.”

UWE Psychology Student, Day Centre Volunteer

What to do next

Take a look at the UWE volunteering website
www.uwe.ac.uk/volunteer

Choose a volunteering opportunity

Get in touch with us to find out more.

Register online

You will receive e-mails and updates, be entitled to some free training courses, and get a certificate for your volunteering.

Come to see us

Employability and Enterprise Zone (opposite Core 24). If you don't find what you are looking for then we can help you to find something suitable.

Contact us

E-mail volunteering@uwe.ac.uk or give us a call on 0117 328 2190

Case study

Lorraine (BSc Conservation Biology) volunteers for Ape Action Africa:

“I am passionate about primates: after researching the charity it is clear that they are an ethical group, concerned for the wellbeing and protection of the animals”

What activities has your volunteering involved?

Scrubbing cages, hand rearing and caring for a sick baby chimp. Caring for monkeys, kittens, civets and chimps as they arrived after being rescued, most requiring medical care. All of them were emotionally traumatised. I helped prepare their food and cleaned and swept the village area in preparation for an official government visit. Anything the sanctuary needed the volunteers did to help. Some others painted new cages.

What impact do you hope volunteering will have on your career options?

I am looking at field research work in primates and this volunteering has given me invaluable skills and is vital to my course. I gained experience in veterinary skills and animal communication vocalisation patterns. This will give me an edge when applying for jobs competing with those without field experience.

I also learned about close communal living, and working with cultural differences and very few resources. I lived in very rural conditions and experienced the lifestyle of the local villagers. I believe that my 'Africa' experience will show that I can survive in rural conditions and the animal behavioural experience and knowledge is transferrable to any species. I have data collection and writing skills from the volunteering position.



What's on offer? UWE Volunteering offers many ways to get involved

Community Action Days – These are regular one-off events. You can help to complete a task in a day which benefits the local community, like re-decorating a community centre or renovating a community garden. Free transport and refreshments are provided.

Sports Volunteering – gives you the chance to improve your own skills through free training, whilst helping others to enjoy sports. Volunteers can gain coaching or leadership qualifications. Or you can take part in one off community sports events.

UWE volunteering projects – these are projects designed and run by the UWE volunteering team and are easy to get involved in. Some projects will link to your studies, others offer the chance to volunteer in a group with other UWE students. If you want to get more involved you can help to shape and lead a project.

Opportunities in the Local Community – These are vacancies within a range of charities, community groups and statutory organisations like schools and hospitals in the Bristol area. We promote a wide variety of opportunities including: Website development, Advice work, Conservation, Fundraising, Befriending, Marketing... and many more! If you can't find what you are looking for we can help you to find other things too.

Student Led Volunteering – we work with the SU to offer support if you want to lead your own project fundraiser or campaign. Bring your bright idea and the SU will help you get it started with funds and advice.



Why volunteer?

Develop your skills and knowledge

Increase the quality of your learning and results, with volunteering relevant to your studies.

Gain work experience

Get an insight into a career in the voluntary and charity sector.

Do something different

Volunteering can be challenging, rewarding, fun, and inspiring.



Choosing a career

Getting started

Options now and later

What to do and how to decide the best option for you

What are my options?

Approximately 260,000 students graduate from university every year and their initial destinations tend to be:

Employment

A graduate level job or other valuable job experience to get you started on your career path

Further study

An opportunity to develop your existing knowledge and skills further or to add new, often professional and vocational skills and experience. This can be done full time or alongside work, on a part-time basis.

- you enjoy the subject
- the qualification is a prerequisite for your chosen career
- you want to convert to a new career area
- it will help you to stand out from the crowd

Self-employment

A small number of graduates choose to set up their own businesses straight after university. Certain areas such as the creative industries lend themselves to self employment, but a good business idea can come from anywhere.

Time out

Some graduates take a gap year after their degree and use the time to travel and gain useful and interesting experience before starting work or further study.

What is the right choice for you?

Only you can answer that, but the right choice is one that's considered and informed. Ask yourself...

What are my priorities?

Getting the best degree I can, getting the right job or course or both? How much time and effort do I need to devote to these activities?

Have I got the information I need?

Research your options thoroughly and get advice. Talking to other people (friends, family, or even employers) can help. Independent professional assistance from the careers staff could also make it easier for you to understand yourself and your options.

What are the consequences of my choices?

Missing an application deadline, not getting the degree you deserve because you have spread yourself too thinly? Choices are rarely black or white, but you will need to decide what works best for you. Again, talk to your careers adviser and get feedback and advice.

How to decide

There is no simple answer to this question; different people make decisions in different ways. Some people decide logically – make lists and weigh up the pros and cons – others are more swayed by emotions – how do I feel about this or how is it likely to make me feel? See if your friends or family have contacts who could be helpful. Make sure your letter is high quality and include a CV (you can have these checked by the Careers Team).

The following sections look at choosing a career, the job market, further study options, self employment and global opportunities (including interesting ideas for 'gap years,' work experience and study opportunities abroad).

To find out more about options for graduates and what students from your own programme went on to do check out the UWE careers website: www.uwe.ac.uk/careers



How do I get started?

You need to decide your own priorities and what will work best for you.

Researching ideas

Online tools such as MyFuture can help you to identify and evaluate suitable options.

Explore advertised job vacancies

This can also give you an idea of what is available and the requirements that employers are looking for.

Look at what other graduates have gone on to do. Graduate destination information for UWE and universities nationally is available although much of this only covers graduates' first jobs after leaving uni.

Building your skills and experience

If you are yet to reach your final year there are many more opportunities to build your skills and experience free from the pressures of preparing for your finals! Improve on what you have to offer potential employers. See the previous section on 'gaining work experience' for ideas.

Signing up for events

The autumn and early spring period offers a particularly hectic mix of events designed to inform you about the opportunities on offer. Details of relevant events locally and nationally can be found on the UWE Careers website, follow the links for Careers Events.

Careers fairs attract a range of different employers and offer the opportunity to talk to employers and recruitment staff

about their company, as well as specific and general career opportunities. There may also be fairs covering specialist areas such as postgraduate and professional study or international opportunities.

Employer presentations are undertaken by individual employers who visit the Bristol area to give presentations about their organisation and the jobs and training on offer. This is a great opportunity to talk directly to the recruiters and new graduates and ask the questions you need the answers to.

Did you know? Events can be a great opportunity to network and find out about different employers and interesting career opportunities.

Case studies

Gain inspiration by looking at our case studies on the Careers web. There are over 60 case studies from UWE students and graduates that have studied a wide range of degree disciplines. Read their own experiences of work experience, placements, volunteering and graduate jobs.

Case studies



Daniel (BA Media Practice) is now a Personal Assistant to Sam Donnelly (Strictly Come Dancing's executive producer)... Read how he got there.

What steps did you take to get your job?

Whilst I was a student in my second year I met a girl through a part time running job who worked at BBC Bristol. I expressed a keen interest in wanting to get involved with the BBC to gain experience in my area of study. She took my CV and managed to get me on the mailing list for runners needed for various BBC programmes. From this I picked up work running for a programme called 'Dance X'. Through this job I built relationships and began networking with various people in the industry which got me my job with Strictly.

I was still in my second year when I first worked on Strictly, between Sept-Dec 2007, commuting to London every weekend. It paid off in the end as I was offered a full time job on Strictly as a Runner in the Training Team, working alongside the Researchers and AP's filming celebrities' training sessions and interviewing them at the end of each session. This was an amazing opportunity that involved a lot of time and commitment as well as studying for my degree.

What typical tasks and activities does your role involve?

My role on last years series was mainly filming the training sessions as well as setting up and shooting interviews with celebrities and dancers after each training session. It was an important role as the footage that we were shooting would automatically be part of a VT in the live show, which was extremely rewarding, being able to recognise footage that I shot myself and that it was being broadcast live in the BBC.

I have also been given responsibility for some of the filming for Strictly in studios and recording celebrities, going out filming people then working on the clear ups. I am now working directly with Strictly's Executive Producer. Organising her diary, setting up meetings and compiling documents related to Strictly. I am also the person responsible for organising screen tests and auditions for new professional dancers for the forthcoming series. Liaising with agents, pro dancers, booking kits and rooms in order to successfully run the auditions.

What advice would you give to students who would like to get similar work to yours?

Get work experience as early as possible in your degree. If I hadn't started my running jobs in my second year, I wouldn't have got a full time job straight after I left Uni. I can't stress how vital it is to get your name out there as soon as you can. Even if it means not having a weekend or life for three months! Don't expect to walk in to something and do make the most of your opportunities.



Daisy (BSc Forensic Science) talks about how she got her job as a DNA Analyst for LGC Forensics...

Every skill I acquired whilst studying at UWE contributed to getting my current job. From non-scientific skills such as organisation, having the ability to prioritise tasks and work under pressure were skills that impressed my employers and which I illustrated using examples from my part time job. The practical side of my degree was by far the most important element as far as getting my current job is concerned. It is essential you have relevant laboratory practice to pass the practical test in the interview and also to obtain an interview.

The work I carry out differs from day to day depending on the work requirement at the time. I spend the majority of time in the lab and some time in the office. In the lab I will typically extract, PCR or quant DNA. When in the office I will either carry out admin or analyse DNA profiles.

The main forensic companies (LGC, Forensic Science Service and Orchid Cellmark) do not always advertise job vacancies online. It is mainly by word of mouth or sometimes direct on their own websites. The main recruitment company LGC advertise vacancies with is SRG. I have found that a large number of my colleagues have forensic masters. Forensic jobs can be quite difficult to find in the first place but all the main universities that offer forensic masters tend to collaborate with forensic companies and it therefore makes getting a job a lot easier after graduating. Any lab based experience is very useful and some of my colleagues worked in other areas of science before getting a forensic job (genetics, DNA related etc).

Where to find jobs and how to get them

Make sure that you find the job or course you want and that you make effective applications. See our 'selling your skills section' for a guide to making effective CVs and application forms as well as tips for interviews.

How can I find a job?

You are unlikely to find every possible opportunity that might suit or interest you in one single place – you need to explore the job market across a range of sources, and do so regularly.

Advertised vacancies

Jobs, both at graduate and non-graduate level, are widely advertised through a variety of different sources and the UWE Careers website has lots of useful links – www.uwe.ac.uk/careers

Recruiter Partnership Team – Can't find the job you are looking for? R.P.T is based in the Employability and Enterprise Zone 2D11 Frenchay campus and can give you information and advice about work experience and vacancy sources.

Facebook and Twitter – use our facebook and twitter pages to alert you to vacancies and inform you of up and coming opportunities. www.facebook.com/uwecareers. Follow @uwecareers.

Gradsouthwest – graduate vacancies notified to UWE are advertised on Gradsouthwest. Other graduate job sites are listed on the careers web.

Graduate directories and careers magazines – available in E-Zone (2D11) and online. Publishers such as Graduate Prospects, Target/doctorjob and Hobsons give details of 'fast track' graduate training schemes and other graduate opportunities, mainly with large companies.

National and local newspapers – carry general and specialist vacancies for graduates. Professional journals and associations may also be a good source of vacancies.

Recruitment agencies – some specialise in graduate recruitment on behalf of employers.

Employer websites – often directly advertise vacancies within the organisation. If you know who you want to target, their website might be the best starting point.

The hidden job market

Many job opportunities are never actually advertised as companies have plenty of interested applicants who contact them directly. Strategies for making the most of the hidden job market include:

Identifying the companies you want to target through researching the market or contacts you have built up through networking.

Making a targeted speculative application with a high quality CV and covering letter, ideally to a named person who manages the area you want to work in, rather than the overall HR Manager.

Developing your networks and following up your applications – people who know you, need to know you are still in the market for a job.

Cultivate your contacts. Even if they can't help you now but they could in the future.

Already graduated?

Some of you will choose to start your serious career planning and job hunting after you have graduated. Your degree is in the bag, and you have more time and incentive to focus on life after university. As far as employers are concerned, this means that you are immediately available. In terms of your strategy this could mean:

Applying for immediate graduate vacancies – check graduate job sites for details. The UWE Careers website has many useful links including our main on-line job service Gradsouthwest.

Applying for future vacancies – many of the events described earlier may still be relevant to graduates, particularly if you want to apply to large organisations which start recruiting well in advance.

Postgraduate courses may also have a long lead time for applications.

Getting a job – your starting point may be a job to finance living costs and pay off debts. This can also be a stepping stone to moving on in your career.

Did you know? Our careers service is available to you for up to three years after graduation?

Drawing up an action plan

The type of action plan you draw up will depend on what stage you are at in your progress towards graduation and deciding on a career. You may already have researched your options, gained work experience and made useful contacts or only just be starting on the process. The closer you get to completing your degree and leaving university the more concrete opportunities there are, for you to explore and apply for.

Case study

Victoria (BA English) is a Marketing Assistant for Random House Publishing.



I decided during my 2nd year that I wanted to go into publishing because of my love of books.

I did voluntary work at Easter for Random House and also for Intellect, a Bristol publishing company in Fishponds. I attended the Book Fair in London as a charity worker which meant I got a free pass and after I had done my duty for a couple of hours I was free to wander around the stalls and make contacts with publishing companies.

My job was not advertised; I e-mailed all the publishing companies I had made contacts with earlier. All the other applicants for my post were internal applicants.

Get work experience, including in the design area (I didn't know much about that). Investigate the main areas of Editing, Publishing, Marketing, Design, Production and Foreign Sales Rights.

choices+ opportunities



With **15% off** full-time UWE postgraduate courses*, we've made it easier to get where you want to go

www.uwe.ac.uk/pg

*Offer valid for 2010/11 entry. Open to UWE alumni. Excludes postgraduate research, the Bristol MBA, Health and Social Care postgraduate and professional development courses, Law professional courses (CPE, LPC and BVC), PGCE and Hartpury College courses.

Further Study options: A quick guide

Short Courses and Training Programmes

These can be offered by colleges, universities and private training providers. IT courses, areas of business, Teaching English as a Foreign Language (TEFL) and creative arts.

Entry requirements

Variable depending on the course. Many private courses can be quite expensive, but they can also deliver benefits quite quickly.

When and how to apply

Variable, but one of the benefits of these courses is they often have start dates throughout the year, so you may not have to apply too far in advance.

Other useful information

As with any courses you're paying for, try to check out the reputation and success rate of the training provider before taking a course with them.

Postgraduate Certificates and Diplomas

These are usually delivered by universities and take one year full time or two part-time. They are taught programmes with classroom elements, plus usually some sort of research project. Many professional training courses are at this level, including those for solicitors, barristers, teachers and social work.

Entry requirements

An Honours degree is usually a requirement, and for some the degree will need to be in a relevant area. Some, including teaching and social work, will also require relevant experience. The classification of your degree may be an issue. 'Conversion courses' help graduates in any discipline refocus on a new area, such as business or IT.

When and how to apply

Many professional diploma and certificate programmes (such as law and teaching) are very competitive and have centralised application processes (like UCAS) and need applications as much as 12 months before you start. Other programmes can be applied for through individual institutions and it may be possible to apply closer to the start date.

Other useful information

Relevant postgraduate certificates and diplomas are often essential for entry to certain professions, but even those that don't have a professional accreditation may still be of value. Ask relevant questions of the provider before committing to a course, and be sure it is really what you want to do!

MSc or MA (taught Masters degrees)

Usually one year full-time or two years part-time. The difference between an MSc and MA is often nothing more than institutional preference, although in some situations employers may rate an MSc more highly than an MA.

Entry requirements

Honours degree is usually a requirement and for some the degree will need to be in a relevant area. Some programmes will require a minimum of a 2:1 classification, but this is not always the case.

When and how to apply

Academic and vocational/professional programmes are available at Master's level. There are generally no specific closing dates but applications early in the academic year prior to starting are advised.

Other useful information

In most cases, you will need to apply and secure a place before applying for funding for Master's programmes (where funding is available). Look on our further study section of the careers website for more information.

MPhil or PhD (Masters degrees and doctorate by research)

These will take a minimum of two or three years and often longer. They can be done part-time alongside teaching work in the institution you are studying in. Programmes are research based, with little or no taught element. PhD is a higher academic qualification than an MPhil, but you don't need to take an MPhil first before going on to a PhD.

Entry requirements

A high 2.1 or 1st in a relevant honours degree is usually required for PhD study, with some MPhils having less demanding pre-entry requirements. You need to have a strong research background and demonstrable interest in the particular area of research you choose.

When and how to apply

Some PhDs (particularly in the sciences) will be advertised as specific funded studentship projects. Other projects will result from proactive approaches to relevant departments and academics to develop (hopefully fundable) research proposals.

Other useful information

You have to be determined, organised and committed to complete a PhD. A PhD is increasingly required for lecturing jobs in universities, higher level research jobs in industry and certain professional areas (certain branches of psychology).

Postgraduate and professional study

What are the career benefits?

Find your vocation

Postgraduate study is a great opportunity to get on track for a specific vocation or career, even if you haven't studied a vocational subject in your degree. Conversion courses are available to allow you to transfer the skills you learnt during your undergraduate study to career specific knowledge or even accreditation.

Professional recognition

Membership of a professional body is essential for entry to certain professions, and a postgraduate course can often 'top up' your existing qualifications to help you achieve this. Even in careers where an accredited course is not a formal requirement, the right qualification can give employers the confidence that you have the right knowledge and skills for the job.

The next step

You may already have experience or a qualification relevant to the field in which you wish to work, but feel that you need to deepen your knowledge and skills or perhaps specialise in a particular area. Postgraduate study can provide the specialist training that you need to take the next step along your career path, and specialising can give you an advantage when applying for your next career move.

Fuel your passion

You may choose to study a course or individual modules to develop an area of interest, without necessarily having any career objectives. Learning about something you love is a rewarding experience, and it allows you to indulge in interests outside of work, developing your own passions rather than career skills.



Get inspired by postgraduate study at UWE

Be a town planner

Complete UWE's MA in Town and Country Planning and train for a fascinating role in a field where there is currently a shortage of qualified professionals. Accredited by the Royal Town Planning Institute, this course is available full-time, part-time or by distance learning, and you don't need to have a related degree to apply.

Be a science teacher

Start your challenging and rewarding teaching career with UWE's PGCE Secondary Science course, graded outstanding by OFSTED. This active and practical course is set both in schools and at UWE.

Be a human resources manager

UWE's Human Resource Management course combines flexibility with accreditation to give you access to a career that is vital to every type of business. It is open to graduates of all disciplines, and is accredited by Chartered Institute of Personnel and Development.

Be an environmental consultant

Help find sustainable solutions to environmental problems with the MSc in Environmental Consultancy, which boasts an excellent employability record. The course is accredited by the Institution of Environmental Sciences, and offers work-based placements to allow you to apply your learning in a realistic setting, often whilst being paid.

Be a software engineer

There is continuous demand for software engineers both internationally and nationally. With a range of study options, including part-time and distance learning, the MSc in Software Engineering lets you fit your studies around your life. It is also accredited by the British Computer Society, guaranteeing that you are studying career relevant topics.

Be an animator

The MA Animation course combines the opportunity for you to benefit from the wealth of local professional expertise whilst you enjoy UWE's state-of-the-art teaching and facilities. Part-time study is also available.

Go to www.uwe.ac.uk/pg for details of all UWE postgraduate courses and information on scholarships, discounts, flexible study options and professional accreditation.

Case studies



Sharon is a Solicitor (Family Law) for Burges Salmon, Bristol

What path did you follow from completion of your undergraduate degree to your current job?

I completed my undergraduate degree in History at Bristol University in 1999. I decided that I wanted to study a profession and law seemed the logical choice. I got a temporary job as a receptionist in a criminal law firm in Bristol and in 2003 started to study part-time for my CPE (Common Professional Exam). After completing my CPE in 2005 I started the LPC (Legal Practice Course) part-time and secured a training contract at Lyons Davidson.

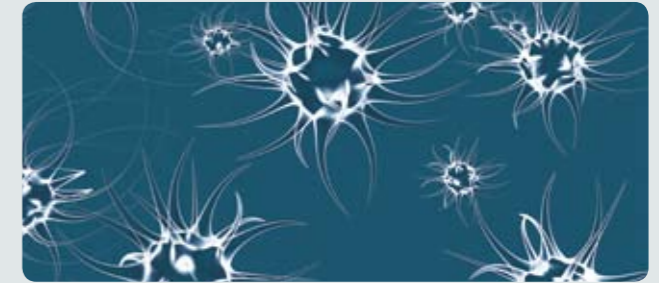
I finished my training contract in March 2008. Between September 2007 and March 2008 I undertook the Professional Skills Course. I qualified as a solicitor in March 2008, and in July 2008 I started working in the Family Law Unit at Burges Salmon.

What do you feel you gained from undertaking postgraduate study?

Professionally I have managed to secure a very good job in the only area of law I really wanted to work in by the end of my studies. Personally I met some great people some of whom I am still in contact with.

What about your plans for the future?

I plan to continue to work as a solicitor in family law and to build on my skills and knowledge. Ultimately, I am very interested in training as a mediator. I also hope to undertake some teaching work alongside my work in practice.



Mark is a Clinical Scientist for a Mycology Reference Laboratory at the Health Protection Agency, Bristol

What path did you follow from completion of your undergraduate degree to your current job?

After completing my undergraduate degree I went straight into working within a clinical laboratory. I was lucky enough to be offered a laboratory assistant's post to help complete a study that was being conducted. From there I went about achieving funding for a full time training post in my current speciality.

Why did you decide to undertake postgraduate study?

The MSc in Medical Microbiology was a required part of a formal training program I was undertaking from the Association of Clinical Microbiologists. It was an essential step in my chosen career progression pathway.

What do you feel you gained from undertaking postgraduate study?

I am now a state registered healthcare professional, and the MSc I undertook at UWE was a core component in helping me achieve this. Personally, I have made a lot of contacts who have helped me with various work disciplines outside of my own experience/ knowledge. I was also able to develop my own research skills, which have helped me to undertake scientific study and present at national conferences.

What advice would you give students who are unsure which career path to take?

It is so important to choose a career that you have a genuine interest in and desire to be a part of, otherwise you will spend so much time just "going through the motions", and that's not fun! Most importantly, never give up on your goals. The satisfaction you will gain from a career you enjoy far outweighs monetary reward.

“It is so important to choose a career that you have a genuine interest in and desire to be a part of, otherwise you will spend so much time just going through the motions, and that's not fun!”

MARK FRASER, CLINICAL SCIENTIST

Enterprise at uwe

Enterprise is a key focus of the curriculum and support services at UWE for aspiring entrepreneurs. And with external partners inputting their knowledge, the University is ensuring that some great business ideas are rolling off the production line on campus.

Ideas Factory

UWE has a strong network of support for enterprise across the university. The Ideas Factory is the starting point for students, staff and alumni who want to find out what it takes to set up their own business. They can drop in for a chat or book ahead for an appointment with our business advisers. Also available to use are serviced networked PCs and a dedicated meeting space.

The Ideas Factory often supports students as they enter competitions, from theBizIdea Competition at UWE to national events. Whatever student plan for the future, they can benefit from the kind of business advice they can source through the Ideas Factory. Many students will go on to be employed by Small to Medium-sized Enterprises (SMEs) businesses, where an understanding of enterprise will really benefit them. There is also a culture of entrepreneurship that relies on people having an innovative approach to problem solving within larger organisations.

E: ideasfactory@uwe.ac.uk
W: <http://rbi.uwe.ac.uk/Internet/innovation/ideasfactory/>
T: 0117 32 81447

theBizIdea

TheBizIdea competition is one of the opportunities in the UWE enterprise journey if you want to develop an idea further. The competition supports applicants developing their idea into an actual business plan. Workshops, advice and mentoring run alongside the competition to help applicant. Supporters and sponsors provide a unique opportunity for entrants to access the expertise of professionals in areas such as law, marketing finance and product design by offering one to one sessions and seminars. The prizes in theBizIdea include 3 year long spaces in the UWE incubator, together with a total of £22,000 in prize money. These prizes relate to 2008/09 are subject to change.

W: <http://rbi.uwe.ac.uk/Internet/Innovation/thebizidea/>
T: 0117 32 81986

UWE Ventures

If you already run a business or want to start one, the UWE Ventures team are here to help. Access to practical support and desk space is available at the University's business incubation centre in Bush House Bristol – UWE Ventures. Clients have access to serviced office space, along side other early stage and start up businesses. They can access a range of business support with practical advice and mentoring that suits their needs.

As well as physical incubation, UWE Ventures also offers virtual incubation. This provides remote business support for businesses that operate from other premises.

Running a business is about acquiring a wide range of skills and knowledge about people, teams, raising funds and selling into a market. It is an exciting, testing experience that could be hugely rewarding and requires motivation and commitment.

With help and support from Enterprise at UWE, you can safely explore and test your idea before you take the big step. You will not know if it works until you have tried it, so give it a go!

E: ventures@uwe.ac.uk
W: <http://rbi.uwe.ac.uk/Internet/Innovation/incubators>
T: 0117 32 81491

Case studies



Easy Medical Services LTD Gary Eves | Student Paramedic

We are a not-for-profit independent organisation providing non-emergency Patient Transportation, Event Cover and First Aid Training for NHS Trusts and the wider market. We are unique in the private ambulance sector, as most of our staff are student paramedics and are highly trained in pre-hospital care. Getting advice from the IdeasFactory and getting involved with theBizIdea competition has provided us with extra help with the financial side of things. It helped us develop a business plan with projections on how we see the business in the next few years. I have also had the opportunity to work with a business mentor which I haven't had before.

We aim to win and deliver contracts in each of the 3 areas: patient transport, event cover and first aid training and working with companies and organisations that are willing to advice on the best practice within the industry.



Pink Lime (Chris Hedges, Luke McGonnell, Sam Stevens, Will Drake and James Eelbeck) Product Design Technology

PinkLime is made up of five Product Design Technology students who have come together in their sandwich year to set up and run their own business as an alternative to a placement with an external company.

PinkLime is a Bristol based creative design group. We are currently based in UWE Ventures where we have access to an office space for six months. We felt we saw a gap in the market where we would be able to offer a combination of design solutions for a small fee. This is ideal for small companies who are looking for design work, but perhaps didn't have the budget to do so.

We started PinkLime in January 2010 and have been working on a collection of design based projects for a number of clients. Ranging from a service design project to tackle a signage problem, branding and corporate identity for a new construction company and redesigning a product for mass manufacture in plastic, which is currently hand made out of wood in Bristol.

The driving force for making this decision was through the support and relationship that we have developed with the Business Advisers and Mentors at UWE Ventures, and our Faculty.

As we have taken on the exciting challenge of running our own business, we are not only learning and experiencing more design based activities, we are able to spend time developing our business, making new clients and gaining industry-based experience.

After university we are planning on carrying on the business full time and helping it to grow and develop further.

www.pinklime.co.uk | pinklimedesign@live.com



Sewthatjazz – Louise Hallswell and Laura Boyle

SewThatJazz is an interactive design project launched in 2009. Our project aims to show people how to create their own unique and affordable clothing by reusing old garments. Customers are able to select various pieces of clothing which can be sewn together to create new, highly personal items. It also encourages younger generations about recycling as a way of life by using and developing valuable lost skills through interactive workshops.

We would not have considered developing a business plan had it not been for the Ideas Factory and the theBizIdea Business Plan Competition. It made us realise things about our idea and where it could go. Since becoming runners up in the Creative Category of theBizIdea competition, we have continued to grow our business through support from the Enterprise team and expanding our product line.

"Participating in theBizIdea was a really beneficial experience," said Laura Boyle. "The process of creating a business plan was really helpful and forced us to consider afresh many aspects of our business idea. And obviously the prizes are a great help for any fledgling enterprise."

Find us at a festival near you:
www.sewthatjazz.co.uk
www.fudclothing.com
www.fudhoods.com

ideas+opportunities

UWE support for entrepreneurs, start-up businesses, products and innovations...



Ideas Factory

Providing Enterprise Support for Students, Staff and Alumni

If you are interested in starting a business or being self-employed, UWE's Ideas Factory can help. Services include:

- FREE and confidential business advisor consultations
- Help and advice on developing your entrepreneurial skills
- Support for enterprise activity inside UWE and externally

Find out more at: www.uwe.ac.uk/ideasfactory



University of the West of England

bettertogether




theBizIdea

UWE's ^hbusiness plan competition!
hot

Cash and support

up for grabs in each of the categories: Business, Social Enterprise and Creative

Open to ALL students, staff and alumni*
www.uwe.ac.uk/thebizidea

*RBI staff excluded; alumni must have graduated within the last five years



University of the West of England

bettertogether

Starting a new business?

UWE Ventures Bristol® can help...



Our incubation centre offers an inclusive, flexible and cost effective package of facilities and support. We can provide:

- Fully-furnished office space
- Professional mentoring and advice
- A supportive, collaborative environment
- Residential and 'virtual' incubation options

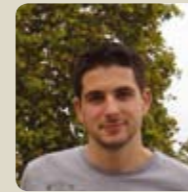
* See website for eligibility

For further details visit:
www.uwe.ac.uk/ventures
or telephone 0117 32 81491



University of the West of England

bettertogether



Tom (BSc Computer Science) works for CERN (European Centre for Nuclear Research) in Geneva, Switzerland after doing a placement with them during his sandwich degree.

Since I had already worked for CERN for 14 months on placement during my sandwich degree, the application process involved an on-line application form and CV submission. Normally a face to face interview is required but since I had already worked for them this step is missed.

I think my experience of working with the Centre for Complex Cooperative Systems in BIT (Bristol Institute for Technology) for my final year project helped me to get this job since I was exposed to Computing Grid environments and explored lots of technologies which are relevant to my current job. Also, my experience having worked at CERN before must have helped.

Get involved at active research groups within your faculty if possible, on return from my placement I had a solid idea of what field I wanted to research for my project (the broad area of the Semantic Web). After a bit of research I found that there was a research group working on exactly these kind of projects and they were event partnered with CERN which really helped me to get my job upon graduation.



Go Global

Gap year, volunteering and work experience abroad opportunities include:

gapyear.com – essential advice for gap year travellers.

Travel advice and tips for British travellers - on staying safe abroad and what help the FCO can provide if something goes wrong. Use the country by country guide for any advice about work related issues.

Platform 2 is a global volunteering scheme for 18-25 year olds in the UK who would not otherwise be able to afford to volunteer in a developing country.

The UK-China Graduate Work Experience Programme brings together UK employers and China's top graduates, giving Chinese graduates an insight into UK life, and employers the chance to build relationships with China's top talent. The Programme is now reciprocal, and offers high-calibre British candidates the opportunity to live and work in China or Hong Kong.

The Japanese Embassy administers the **Japan English Teaching Scheme (JET)**. This is aimed at English speaking graduates who wish to spend a year in Japan.

Mountbatten Internships match graduates to high quality one year work experience opportunities with sponsor companies in New York, Bangalore and London.

PGL summer opportunities working with children in the UK, France and Spain.

BUNAC offer a variety of overseas work and travel programmes for both graduates and undergraduates in the USA.

Work abroad – finding graduate jobs and placement opportunities abroad

Going Global - Includes world-wide job openings, internship listings, industry profiles and country-specific career information.

Prospects – Country by Country Profiles.

Exodus database – It includes detailed country by country information for Europe and selected other countries.

International Job online – Overseas vacancy advertising service.

Study abroad

The Erasmus programme allows UWE students to spend time in another European country as part of their award. Contact your faculty office or the UWE Admissions Service for further details, or e-mail erasmus@uwe.ac.uk

Universities world-wide is a searchable database maintained by Harvard University and Directory of U.S. State Universities and Other Colleges.

The Fulbright Commission through their US Educational Advisory Service provides objective, accurate information and advice to any student or professional considering study or research in the US.

See www.uwe.ac.uk/careers for more information on each of these great opportunities.

Global case studies



Tim (BA History) is now an Assistant Language Teacher (ALT) with the Jet Programme in Hijikawa Town, Shikoku, Japan.



Adam (BA Drama and Psychology) is a Summer Camp Counsellor for BUNAC in the USA

What steps did you need to take to set up your work experience with JET?

I found out about JET from a lecture given by UWE Careers at the beginning of my final year of study. I applied and was selected as a potential candidate. I travelled to the Japanese Embassy in London for an interview and grammar test and got the job.

What does your role involve?

My main duties consist of assisting with teaching English as a foreign language, as well as providing internationalisation activities within my schools and community.

What do you enjoy most about your role?

The benefits of this job are extensive. Generally the students and members of the local community are friendly and great fun to teach and learn from. I thoroughly enjoy interacting with them, and learning about Japanese culture and history. I also enjoy participating in local festivals and events, which has been an amazing, and culturally enlightening, opportunity. The job provides security, both in its insurance and salary, in a culturally interesting and completely new environment. Also, being so close to mainland Asia gives ALTs great opportunity to travel and experience new countries, as well as travel in Japan itself. What I really enjoy most about this role, on a professional level, is the diversity of the work and the professional experience I have gained. On a private level the potential for travel, friends and contacts I have made, and ability to earn enough to begin paying off my student loan have been the primary benefits.

What impact do you hope your experience will have on your career options?

Regardless of whether I choose to follow a career path that directly involves my experiences in Japan or my Japanese language skills, having the JET programme and such language skills on my CV is a definitive point, something to help me stand out from the crowd.

What steps did you need to take to set up your work experience with BUNAC?

All the application was done online and was similar to a usual job application. I then was called to an interview where I was asked questions to find out more about me. I then left it to BUNAC's personal placement team to find a camp that was great for me and I got an offer a few weeks later from a camp director in Connecticut. BUNAC sorted out all my flights (which you don't have to pay for) sent me the tickets and met me at the airport before I took off and when I landed. They also helped me get my visa, a trouble free process at the US embassy. All I had to pay before I went out was for my visa, insurance, CRB and a really cheap programme fee.

What typical tasks and activities does your role involve?

At camp I had many duties all of which involved a high level of responsibility but also required me to act as childlike as I could and to have as much fun as possible! It was my job to get my troop up in time, washed, tried to resolve any problems they had and be there for them 24/7. I also worked during the day (while the kids were taking part in all different activities) as a lifeguard and swimming teacher either at the pool or the lake. I also taught a lot of drama and performing arts. During my time off I got to try out all different activities at camp from water skiing to high ropes!

What do you enjoy most about your role?

There are different types of summer camp. My camp was a YMCA camp which meant there was a diverse range of children, and the funniest I have ever met! I made friends from all over the world and was able to travel with them on a massive road trip seeing things from the grand canyon to jumping out of a plane over Las Vegas! Perhaps what I enjoyed the most from my summer working abroad was the knowledge that I had made a difference in people's lives. The children I taught to swim or speak on stage will remember me for the rest of their lives, and that's a feeling that everybody should experience!

What impact do you hope your experience will have on your career options?

BUNAC opened up an opportunity for me to work for them based at university and gain a CIM marketing award. Any prospective employer now not only looks for academic experience but life experience and I feel I have an edge over other applicants at employment opportunities with my experience.

Selling your skills – Tips for Success

Composing high impact CVs, applications and covering letters and preparing for interviews

What are employers looking for?

The specific requirements will be outlined in the job description and person specification, but there is broad consensus amongst employers about the sort of skills and attributes they look for from graduates, such as team work, communication skills and problem solving.

Graduate skills and attributes

This is a list of commonly asked for skills and attributes:

Written and verbal communication	Research
Presentation skills	IT skills
Critical thinking and reflection	Numeracy
Problem solving and applying knowledge	Flexible and adaptable to different environments and cultures
Creativity	Networking and self-marketing
Time management – able to organise, multi-task, prioritise and work under pressure	Initiative, resilience and confidence
Project management	Lifelong learning
Team and independent working	

A degree on its own will not usually be sufficient. Ideally you need to be able to give the employer evidence of a broader range of activities. Mature students often have an advantage as they have a wealth of experience to draw on.

Resources to help guide you through the process

- **MyFuture** – can help you in putting together a well presented CV and covering letter, prepare you for interviews and help you identify and market your skills <http://myfuture.uwe.ac.uk>
- **Careers Resources Online** – Sample CVs, Step by Step guides, Interview DVDs, preparing speculative applications and lots more – www.uwe.ac.uk/careers
- **See a careers adviser** – our advisers can help you with your CV, application form or covering letter – use our online enquiry service or book an appointment.

Case studies

Jess (BA Art and Visual Culture) is a Sales and Marketing assistant at Bristol Old Vic Theatre



The amount of work experience I had when I applied for the job at Bristol Old Vic not only helped with my confidence but it showed the team who were interviewing me that I was extremely versatile and capable of adapting to any environment.

In my second year I completed a three week marketing placement at the Arnolfini in Bristol. I had also helped to organise medical conferences, was a student ambassador at Bower Ashton, did the marketing for the degree show at UWE and worked briefly at Spike Island before accepting my position here.

1. Get work experience, not necessarily just in your area of study. Thinking outside the box is important. You might find you are suited and enjoy something very different to what you thought. Also, it is important to get out there and do it. If you sit around and wait for something to happen you won't get very far.

2. Speak to tutors, friends and family, don't be afraid of giving someone a ring and be persistent. A lot of the time people are interested but do not have the time to chase someone up so you need to be the one to chase them up.

3. Do your research. Knowing a lot about the company you are applying for helps.

I am liaising with designers and various other teams, writing press releases, dealing with national press making sure they get what they need, doing press launches and being involved with the box office side of things to gain customer feedback and see what they think about the re-launch of the Old Vic.

Chloe (BA Sociology) works for the MOD and gives this advice:

"Just keep searching company websites and believe in your abilities. Also just don't give up, it's a hard time for the economy but stay strong and keep trying...I have to deal with a lot of I.T equipment and at first I wouldn't have considered I.T one of my strongest skills but I have learnt so much. Now I am able to come up with solutions to problems that we have and can interact on a higher level now with people who have worked there longer term"

Your CV

Did you know? Research shows that an average employer only takes around 30 seconds to read a CV

Top tips

It's your CV – there is no such thing as a perfect CV. The style and content needs to reflect you and what you can offer. There are different conventions and approaches to CV design – choose the one that shows you off to your best advantage rather than copying one that might not work for you.

Make it relevant – focus on the information that shows your motivation and suitability for the job you are applying for. Think about your audience and tailor your CV to their requirements.

Make it clear and concise – you may only have 30 seconds of reading time (and 2 pages of text) to get your message across. Your CV needs to be well laid out and to the point in order to achieve maximum impact.

Get critical feedback – get it checked by a UWE Careers Consultant or tutor. You need effective feedback and to get into the habit of reviewing your CV regularly to ensure that it is up to date.

We've pulled together some examples of how different parts of a CV could look for maximum impact. The following examples should give you an idea of the sort of content and approach you might develop that makes the most of what you have to offer. Don't copy these examples – see how you might apply the principles to your own CV. There are several examples on the UWE Careers web.

CVs with maximum impact

Personal/contact details

Even the way you title your CV and present your contact details can make a difference to the employer's impression of you – particularly as it's the first thing they see.

JAMES TAYLOR

2 Brynland Court
Mumbles
Swansea
South Wales SA21 9US

Mob: 07821371923
jd2-taylor@uwe.ac.uk
D.O.B: 8 March 1984

Clear and well laid out. The name stands out and all the relevant information is included. Mobile numbers and e-mail accounts (particularly Hotmail, Yahoo etc) are effective ways of being contacted. Make sure your e-mail address sounds professional – jokey names can be off putting to employers.

Education

This is a critical area for most students and graduates. Make sure you put emphasis on the most recent and relevant qualifications. Long lists of school qualifications or other lower qualifications are rarely worthwhile, but more detail on your degree studies can pay off.

Education

- 2003 – 2006 **University of the West of England, UK**
BA(Hons) Occupational Therapy 2:1
Modules included: Anatomy and Physiology (56%); Psychology (61%); Occupation Health and Occupational Therapy 72%; Physical Challenges (53%); Psychosocial Challenges (48%); Health Promotion (78%); 3 Inter-professional Modules (average 68%).
Research project: Professional practice in the private sector in collaboration with local Somerset. Undertaken through primary and secondary sources in collaboration with local NHS trust
- 2001 – 2003 **Brighton College, Brighton, UK**
3 A Levels: Law (Grade A), Psychology (Grade C), Biology (C)
- 1997 – 2001 **Field Park School, Brighton, UK**
7 GCSEs grades A-C including English and Maths

Employment/ work experience

If you have relevant work experience it is worth going into some detail on what you did, levels of responsibility, and key achievements. On the other hand if you've got a lot of low level jobs of little direct relevance to what you want to go on to then you can be much briefer and even link some jobs together. See the two examples right.

July 2004 – August 2005, Delta Insurance, Birmingham. Student Placement

- Worked with the Reward Team liaising with procurement and legal teams, writing the communication material and liaising with internal tax specialists.
- Achieved my placement targets of reviewing call centre salaries, managing Delta Life's bus service and reviewing geographical allowances. This required excellent planning and organisation skills as I was often managing a number of tasks at one time within very tight time constraints.
- Gave presentations to large audiences of up to 150 people at Business Leaders events. This has increased my confidence and, in particular, I am more confident about responding to questions under pressure.

Sept 2005 – July 2006 **Administrative roles at UWE**, variety of temporary roles within the University through the Temporary Staff Unit, including data input and dealing with telephone enquiries. Assignments included the IT department and Marketing.

June 2003- August 2005 **Various bar and catering jobs**. Short term contracts through agencies in a number of busy pubs and clubs across Bristol, to help fund my studies.

Skills and achievements

Team working

- Experienced in working in groups for both laboratory and desk based study resulting in the production of high quality verbal and written presentations and scientific posters
- Worked as part of a team to create and implement ideas for fundraising activities and events at Chester Zoo, making over £20,000 for conservation charities

Research

- Competent at collecting primary and secondary information and presenting this information correctly in research projects. I have learnt a large range of research and data collection techniques

Communication

- Frequently presented my research in the form of written projects, verbal presentations or scientific posters including presenting a poster at the 8th International Council for Zoological Research symposium
- Elected student representative 2004/2005, I was responsible for relaying the views of the students to the faculty co-ordinators then feeding back relevant information to the students
- Inducted over 20 research students and provided support throughout their project in my role of research co-ordinator newspaper
- I am currently writing articles on environmental and social issues which I hope to have published by a local or national newspaper

Initiative

- At Chester Zoo, when the proposed main benefactor for the 2006 fundraising campaign was not accepted, I researched, liaised with, and organised a replacement charity within a very limited time frame. As a result the zoo will soon fund the purchase of an area of Ecuadorian rainforest at risk of deforestation

Organisation

- Elected Public Relations officer (2004/05) for the university rock music society, responsible for organising and promoting meetings and events on behalf of the society. Events varied in size from 50 to over 400 participants
- The Chester Zoo research co-ordinator post involved working on a range of tasks simultaneously and organising meetings between students and staff

INTERESTS

Reading

- I have a strong interest in black history. I particularly enjoy researching the various cultures. I am currently reading about famous black American women; such as Rosa Parks and Sojourner Truth.

Law Society

- I am currently a member of my University Law Society and have the opportunity to take part in the debates and mock trials.

Charity work

- I volunteer with a local community dance group. My work involves transporting children to various locations and organising the children before they perform. I also do volunteer work for 'Children in Need'. The role involves operating the telephone and taking payments.

Skills

An alternative way of presenting your skills is through a skills section. This sort of section is particularly useful if you have experience that is not directly relevant for your chosen career path, and so you can put the emphasis on 'graduate skills' instead of individual bar or admin jobs.

Interests/hobbies

Hobbies and interests may be another source of evidence for relevant skills you have gained outside your studies or work experience. For example, an involvement in sport can show team work and leadership skills. Other positions of responsibility can show your commitment. You may have hobbies and interests that make you unique and interesting. The following example is effective because it shows enthusiasm and commitment, but also specific examples rather than a vague account of how they spend their spare time.

References

References are important since most employers will want to take up references, often before an interview. References are people who can verify the claims you are making in your application or CV. One should usually be an academic referee from UWE and the other an employer. Give full contact details to ensure that your request reaches the right person at the right time. References can be left off a CV if you really have difficulty keeping to two pages.

Case studies

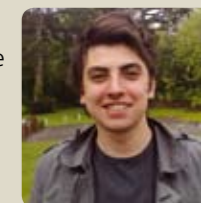
Jadine (BSc Equine Science) is a Field and Equine Sales Manager for Alltech, UK

Initially when I started the job I wanted to be responsible for the equine side of the business by year 5 of my career, I am now 6 months into my career and I am now the UK Equine Sales Manager, so from here I would like to see our business grow even more in the equine industry and take on even more responsibility - I would also like a chance to go to the World Equestrian Games that Alltech are sponsoring in Kentucky! The skills that I learnt at university helped me greatly in getting my job such as time-keeping, focus, dedication, application of knowledge and general social skills. My degree helped me get my job as it was a biology based degree within the animal industry. Knowledge of certain nutritional aspects and veterinary concerns helped me considerably. Work experience that I did whilst at university helped me as well as experience gained in lectures from presenting to discussion.

Kevin (LLB Law) is a Loan Administrator for Triodos Bank in Clifton, Bristol

The degree I took in law definitely contributed to achieving the job, for example knowledge specifically related to land law eg registration of land. Prior to starting this role, I worked as a 'wills writer' for Coop Legal Services where I developed knowledge of legislation and procedures related to law. I also had to manage my own caseload which was essential to the role in my current job. I didn't have specific knowledge of banking processes and procedures so on starting the job, I had to spend time getting up to speed with this area.

Have the confidence to try for jobs where you might not have everything that the organisation is looking for. Take advantage of any work experience opportunities which are on offer as this really helped me to understanding working environments and highlighted my potential. When you attend for an interview, aim to be relaxed so that you can build a natural rapport with your interviewers which will account for as much as anything else.



Application Forms

Top tips

- **Preparation** – make sure you have all the information you need for your application at hand. Take a copy of the form, read it and make a draft version that you can work on – this is particularly important with online applications where an accidental keystroke can send an uncompleted and unsaved form.
- **Evidence** – you need to be able to back up the claims you make with concrete evidence. Relevant examples of things you have done and situations you have dealt with in the past can show your understanding of, and potential for, the job you are applying for.
- **Feedback** – get your applications checked over before you send them off. Make an appointment to see a careers consultant or e-mail your applications for checking via the Careers website.
- **Follow up** – ask for feedback if your application is unsuccessful, and above all keep a copy of your application as you will need it to prepare for the interview if you are shortlisted.
- **Completing the big blank boxes** - Market yourself powerfully... no non relevant information or waffle
- **Match your experience to the skills and knowledge they require... use examples**
- **Use the 'person specification' or 'job description' to structure your statement**

MyFuture contains exercises, tips and resources to help you complete application forms, write covering letters, and produce successful CVs.

<http://myfuture.uwe.ac.uk>

Covering Letters

Did you know? You should always send a covering letter with a CV unless specifically asked not to.



Top tips

- Keep it brief and focused – usually no more than one side of A4
- Make it clear what you are applying for and how you match the employers requirements
- Always say where you saw the job advertised
- Use the covering letter to sell your interest, enthusiasm and motivation for the job and the company
- Show that you have done your research with key quotes from the website

Assessment centres

Many large companies will use Assessment Centres as a part of their selection process. It might seem daunting that they are asking you to spend a day or two with the company, but this provides an extended interview opportunity to demonstrate your skills rather than just talk about them.

Assessment Centres can involve:

- **Group exercises** designed to see how well you work in a team and what you contribute.
- **Individual exercises** in the form of in-tray exercises, case studies or role plays.
- **Presentations** you are given in advance or on the day designed to test your ability to organise information, present and communicate effectively to an audience.
- **Psychometric tests** to assess aptitudes such as verbal, numerical or diagrammatic/spatial skills as well as your personality traits.

Assessment Centres provide an all round, in depth view of the candidate and give you the opportunity to show your capabilities. Resources including practice tests to help you prepare can be found on our website.



Did you know? We have practice materials on the careers website... have a go!
www.uwe.ac.uk/careers

Interviews

- **Prepare thoroughly** – review your original application, think about the questions you are likely to be asked and the evidence you can draw on to answer them. How do you match the requirements of the job? What are your strengths and weaknesses? What can you bring to the role and the organisation?
- **Research the job and the organisation** – this knowledge will help to convince the employer that you are keen and motivated as well as reassuring you that it is the right choice for you.
- **Be yourself and be positive** – employers are looking to recruit people who are capable and want to work for them. If you have to put on a big act then maybe it isn't the right thing for you.
- **See the careers website** for links to DVD's on interview technique.
- **Think about good questions**
- **Practice your interview** – think of example questions and ask a friend or family member to help.
- **Decide what to wear** – first impressions count.
- **Plan your journey** in good time.
- **Listen carefully** to the questions and take time to think before answering.



Case study

Faheem – Trainee Solicitor for Beachcroft LLP, Bristol tells us about his experience of the interview process:

I applied to several firms but Beachcroft was always at the top of my list for firms I wanted to train with. I had recently taken part in a placement scheme organised by UWE, I really enjoyed my time at the firm as the people were friendly and the environment relaxed. I was offered an interview and had to attend an assessment day at their Manchester Office where I was involved in a number of group exercises. I was not given any advance notice of what the exercises would involve on the day.

The day included psychometric and numeric tests as well as an interview; all in all it was quite an intense day. My interview was with an associate from the Manchester office and was quite informal. The advice I received from friends and family before the assessment day was to try and enjoy the experience, at the time I failed to see how this was possible. In reality they made me feel relaxed from the moment I got there, if you can be yourself and try and forget about the situation it makes it a lot easier.

Beachcroft were very quick in getting back to me to let me know that I had been successful at the first stage of the recruitment process. In the second stage they invited me for a panel interview which was to be with two partners in the Bristol office (as this was the office I specified I wanted to train in). The interview was mainly based on my application form including my previous jobs, education, strengths/weaknesses and how I thought I would fit within the firm. I was told beforehand that the second interview

would be based on my application form. Prior to the interview I prepared by making sure I knew my application form inside out, talking to other people who had been through a similar process, looking at legal websites for hints and tips and reading an interview book which provided guidance on how to deal with the interview process. This was really useful. One thing I remember the book suggested was that one of the first questions they may ask is 'tell me a little bit about yourself'. I remember looking at the question for the first time thinking I wouldn't know where to start. Having prepared for this question (and others) and running through mock interviews with friends I felt much more confident going into the interview.

It is good to keep up to date with the latest business and legal developments, news and current topics. One of the questions on the application form asked which area of law I wanted to see reformed and why. It is a good idea to make answers to such questions stand out and to try and approach them with a well reasoned and researched answer. In my second interview I remember being questioned extensively on my answer to this question. I don't think there was any right or wrong answer, they just wanted to push me and see if I could think on my feet. Although it sounds like a tough experience, the key again was the relaxed and positive atmosphere.



Information for International Students



Getting employment in the UK can be a challenge for international students. However it is possible, and there are several things you can do to improve your chances. Below are brief answers to some of the more common questions international students ask about working in the UK. If you have any further questions or want to find out more, you are welcome to contact us.

What are my chances of getting a permit to work in the UK after studying?

There are a variety of work permit schemes open to international students from outside the EEA wanting to work in the UK after their studies. Rules are subject to change and you should always check on the UKCISA site at: www.ukcisa.org.uk.

The scheme currently applicable to the majority of international students is Tier 1 (Post-Study Work). This is a two-year visa for taking employment that does not need employer sponsorship. Tier 1 (Post-Study Work) is points based, but as things

currently stand, this is relatively easy for UWE international students to get, provided they apply in time and have the sufficient funds required by the scheme.

It is worth noting that employment for over 6 months with an employer under Tier 1 (Post Study Work) can significantly enhance the chances of gaining a subsequent work permit.

Other visa schemes focus on those international students who can offer high levels of work experience, and skills in shortage areas – both of which improve the chances of getting a permanent work permit. All individual circumstances can vary, and further advice is available from the UWE Student Advice and Welfare Service. For contact details see their website at: www.uwe.ac.uk/student-services/saws

Where can I find vacancies for international students?

The international students section of the UWE Careers website (www.uwe.ac.uk/careers/students/international.shtml) is a good place to start. This includes a link to International Job Online, the UK's first online graduate vacancies site for UK educated international students. There are also links to databases of employers who are interested in taking on international students.

Your chances of finding work are significantly increased by networking. Networking involves approaching potential employers and making them aware of who you are. It can be

worthwhile to approach those employers where your particular language skills and knowledge would be a unique asset. Ways of finding such employers can be through using alumni networks for your country, for example UKAN for Malaysian students or specialist business organisations such as the China-Britain business council. The UWE careers team can provide further advice on networking and finding suitable employers.

How can international students make themselves more employable?

Work experience, especially in areas related to your career interests, can really improve your CV. Employers are also much more likely to take on graduates that they know.

It is also worth getting involved in university life. Joining clubs or societies, and attending extra classes in things such as language or IT, really demonstrates your drive and commitment to employers. It also enables you to develop language skills and gain an understanding of culture in the UK.

When making applications it is important to target the right employers and to focus on what they want. You should also aim to sell the unique skills and qualities that you have developed through being an international student. For example, studying in another country demonstrates commitment and flexibility; it also develops communication and organisation skills. UWE Careers can help you learn how to sell your skills to employers, and help with writing CVs and filling out application forms.

How can international students get work experience during their studies?

Getting work experience is key to improving your CV. It enables you to develop your commercial awareness and develop some of the key skills that UK employers look for, as well as develop your language skills. Of course, it can also enable you to earn some money too. If you have come to the UK on a student

visa for more than 6 months you are likely to be able to work up to 20 hours per week during term time and any number of hours during vacations.

Part-time work can be found through the UWE Jobshop, which holds hundreds of current vacancies in the Bristol area.

If there is a placement linked to your award this offers an excellent chance to do quality work experience. Placements often involve work that is project-based with a high level of responsibility. They are often paid. Details of how placements are organised and support available can be obtained from your award leader.

Voluntary work experience is just as impressive to employers, especially if it enables you to get experience related to your career interests. The Community Volunteer Programme (CVP) at UWE provides a chance for international students to gain experience in the community. See our website for advice on this and other ways of gaining work experience.

What English language support is there for international students at UWE?

Proficiency with English is a key requirement of graduate employers in the UK. You should aim to develop your English language skills as much as possible. There are a number of English-language courses for international students available at UWE. These are often available at affordable, discounted rates for international students. You can find out more by visiting the UWE Language programme website at www.uwe.ac.uk/ulp. It is worth being aware that the English as a Foreign Language (EFL) courses commence at the beginning of the academic year, so you would need to apply then. Courses on Academic Writing Skills start in both January and September.

UWE Careers runs weekly careers sessions for international students, where you can book an appointment to speak to the the Global Careers Consultant. Through these sessions international students can also get help from trained students with the use of the English language in their CVs. These sessions take place in the Employability and Enterprise Zone (2D11). Visit our website or come in and see us to find out more.

One of the best ways to develop English-language skills is through getting involved in university life and beyond. Joining clubs and societies, and gaining work experience, can really enhance your English skills. Living with UK housemates, and watching English news, films, tv etc. all helps!

UWE Careers runs specific programmes throughout the year including one to one guidance, workshops and work experience and are advertised on our Careers web.

Case study

Jennifer is an international student from Malaysia studying MSc in International Management at UWE



I currently work part-time as the Administrator for Global Student Support (GSS) at UWE. GSS organises the International Student Orientation and supports the transition of new international students as they settle in to life at UWE and the UK.

I started volunteering with the Community Volunteer Programme (CVP) at UWE in October 2007. Through my active involvement with volunteering, I was offered the position of an internship as a CVP assistant to help organise volunteering projects in October 2008. With my previous experience of managing student volunteering projects, I was then approached by the Co-ordinator of GSS to take on the Administrator role when the position became available in January 2009.

Both experiences – volunteering and working with international students – have allowed me to further improve my event organisation, time management and communication skills; not to mention the boost it has given my CV! I feel that my experience with both CVP and GSS has provided me with an edge in terms of employability and can only help to open more doors in the future.

MYFuture: <http://myfuture.uwe.ac.uk>

Designed to give you support in following the career path of your choice. Experienced careers advisors, employers and UWE graduates have developed these pages to give you tips and advice on how to make these important decisions and provide you with opportunities to prepare and practise.

Careers Choices: Where are you on the Career Path?

You have absolutely no idea what you want to do!

You are not alone. Thousands of people are unsure about what job or career path they would like to follow. Don't worry about it. Visit the 'Me Me Me' section of MyFuture and follow some of the activities or the step by step guide to help you think about it.

For now you just want to get a job that pays off your debts

It is understandable that you want to start earning money and to do this you could take any job you are offered. It can also be useful to think about your long term options and what experience and skills you may need in the future. Look at available jobs that would help you build on that experience. For example, if you want a job in sales you can build experience in customer facing roles or take a job that gives you targets to aim for. Both of these would provide a "stepping stone" and will look good on your CV and move you in the right direction.

You know what you don't want to do but not what you do

Knowing what you don't want to do is a good start. Using this knowledge, you can begin to define your options. It is helpful to think what it is about these jobs that really turns you off. Then you can flip that over and think about what you might like to do. A word of warning though – it is easy to dismiss jobs based on assumptions. Base your decisions on real knowledge and if you don't know, find out.

You know what your dream job is but are unsure how to get it

It is great to have a dream job to aim for. Being passionate about something will carry you a long way and many employers name enthusiasm as a great attribute. It is also important to realise that you may not be able to get there straight away. Don't hold off taking a job because it is not your dream job. Instead look at what skills and experience you have to build to get to your dream job and start building them. Or you could get some work experience and build your experience and your network.

You have always had a clear idea about what you want to do

Congratulations! It is great to have a definite career in mind. It is useful to understand what aspects of the career attracted you. It can help you decide what you might need to compromise on or which skills you should build to get started. You can talk to careers advisors about where to apply.

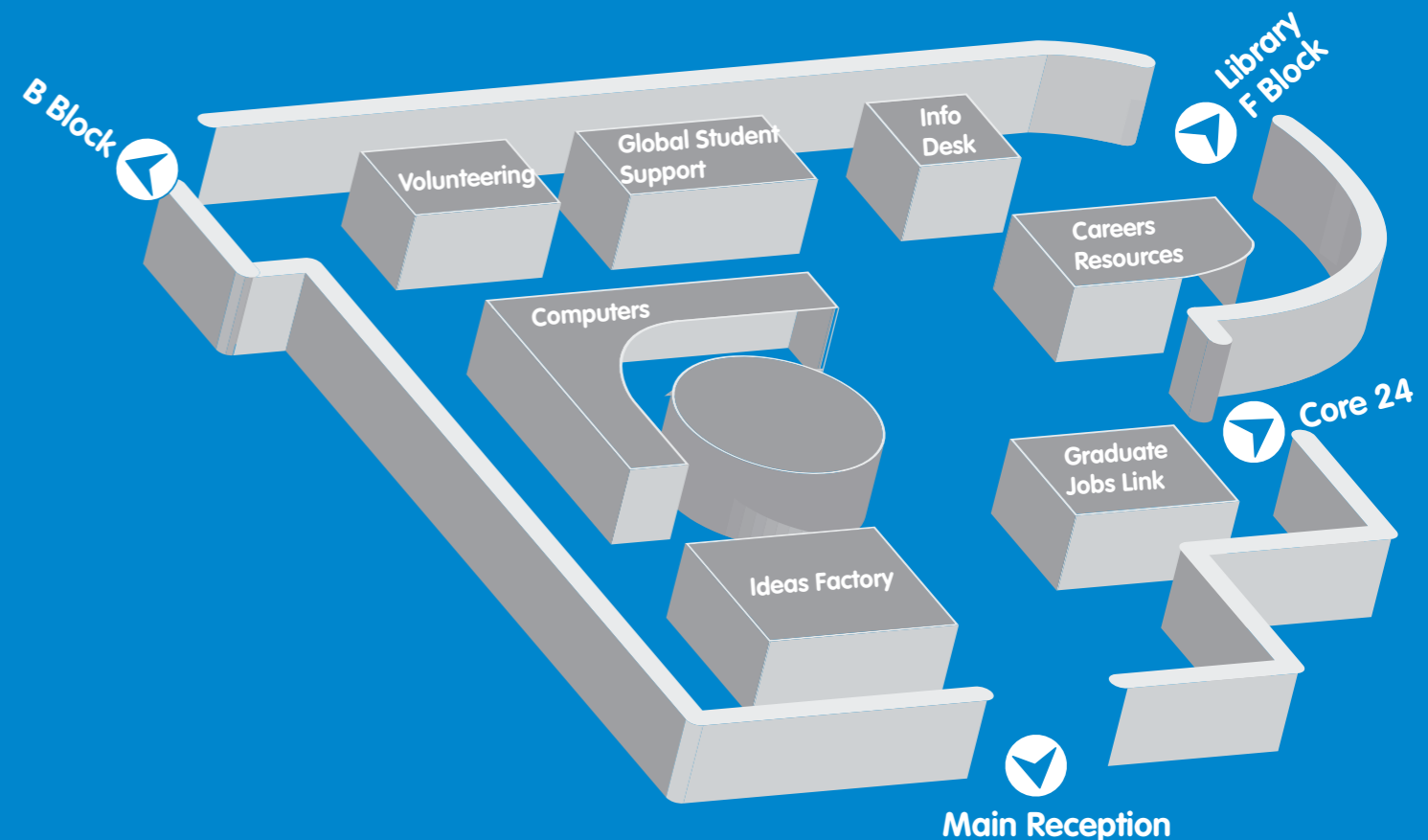
Further sources of information and advice

- There are some great resources for self assessment on the UWE Careers web pages. You can do surveys to assess your learning style or your personality type.
- The Prospects site looks at what jobs might suit you and careers descriptions (see UWE Careers online).
- Our careers web gives detailed occupational information and case studies to help you decide.

Visit the Employability and Enterprise Zone





















Room 2D11, Frenchay Campus






















www.uwe.ac.uk/careers



Employer Directory

Here are a small selection of employers that support UWE students and Graduates.

	ACCA	Accountancy & Financial Management	Global	www.accaglobal.com/graduates
	AgustaWestland	Rota Craft Manufacturer	Yeovil, Somerset	www.agustawestland.com
	Airbus	Accountancy and Financial Management, Engineering, HR and Recruitment, IT and Telecoms, Law, Logistics and Transport.	Broughton (North Wales) and Filton (Bristol)	www.airbus-careers.com
	Andrews and Partners	Estate Agency/Lettings & Management	South West and South East	www.andrewsonline.co.uk
	Audit Commission	Accounting and Financial Management	National	www.whatisyouraudit.com/mission
	AXA UK	Financial services. Business Graduate Programme. HR Graduate Programme. Actuarial Graduate Programme. Actuarial Sandwich Scheme.	UK wide	www.axa.co.uk/graduates
	BAM Construct UK Ltd	Construction	Scotland, North East, North West, Midlands, Western, South East, London	www.bam.co.uk
	Beachcroft LLP	Law	Bristol, Leeds, London, Manchester, Birmingham, Newcastle, Dublin, Winchester, Newport	www.beachcroft.com
	Balfour Beatty	Construction, Engineering	UK Wide	www.balfourbeatty.com/graduates
	The Big Choice	Human resources and recruitment	London	www.thebigchoice.com
	BUNAC	Charity & Not-for-profit	America, Canada, Australia, New Zealand, Cambodia, Costa Rica, Ghana, India, Peru & South Africa	www.bunac.org.uk
	Central Appointments	Human resources and recruitment	Bristol	www.central-appointments.com
	Childrens Playlink	Charity and not for profit, Government and Public Service	South west	www.childrensplaylink.org.uk
	CIMA	Professional Body	Global	www.cimaglobal.com
	Clarke Willmott LLP	Law	Bristol, Birmingham, Taunton, Southampton, London	www.clarkewillmott.com
	CLIC Sargent	Charity & Not-for-profit	UK Wide	www.clicsargent.org.uk
	Cyril Sweett	Quantity Surveying / Building Surveying and Project Management.	UK & Worldwide	www.cyrilsweett.com
	EC Harris	Construction, General Management	Nationwide	www.echarris.com
	Elite Nursing Services	Healthcare, Recruitment	Bristol	www.elitenursing.co.uk
	FDM Group	IT and Telecoms	Nationwide	www.FDMacademy.com

	General Motors	Accountancy and Financial Management / Advertising and PR / Engineering / Human Resources and Recruitment / IT and Telecoms / Logistics and Transport / Retail / Sales / Events / Marketing.	Bedfordshire, Cheshire, Berkshire	www.vauxhall.co.uk/careers
	Explore Learning	General Management, Marketing, Sales and Teaching and Education.	Nationwide	www.explorelearning.org.uk
	Girl Guiding Bristol and South Gloucestershire	Voluntary Organisation	Bristol and South Gloucestershire	www.girlguidingbsg.org.uk
	Government Statistical Service	Government & Public Service	Various	www.statistics.gov.uk/gssjobs
	ICAEW	Accountancy and Financial Management	National and International	www.icaew.com/careers
	Interserve	Construction	Nationwide	www.interserve.com
	ISG Pearce (part of ISG plc)	Construction. Site Management, Quantity Surveying	Bristol/South West (+ opportunities in Midlands, S. East, S. Coast, S. Wales, London)	www.isgpearce.com
	The Jessie May Trust	Charity & Not-for-profit	Based in Kingswood. Covering South Gloucestershire, Bristol and North Somerset	www.jessiemaytrust.org.uk
	King Sturge	Property	Nationwide	www.kingsturge.com
	Lidl	General Management, Retail, Sales	South West	www.lidl.co.uk
	Matchtech Group	Aerospace/Automotive/Electronics/ Pharmaceutical/Software Engineering	Nationwide	www.matchtech.com/graduates
	North Somerset Council	Social Care	North Somerset	www.n-somerset.gov.uk
	PricewaterhouseCooper LLP	Professional Services. Financial Advisory & Consulting	UK Wide	www.pwc.com/uk/careers
	Osborne Clarke	Law	Bristol, London and Thames Valley	www.osborneclarke.com/trainees
	Research In Motion	Telecoms	Slough, Birmingham, Egham	www.rim.com
	Target Jobs	Human Resources and Recruitment	Nationwide	www.targetjobs.co.uk
	Training and Development Agency For Schools	Human Resources and Recruitment	Nationwide	www.tda.gov.uk
	Turner and Townsend	Human Resources and Recruitment, Law, Management Consulting	Nationwide	www.turnerandtowntsend.com
	Veale Wasbrough Vizards Lawyers	Education Law. Commercial Law. Corporate Law. Commercial Litigation. Employment Law. Pl. Real Estate.	Bristol	www.vwl.co.uk
	Willmott Dixon Construction Ltd	Construction	Nationwide	www.willmottixon.co.uk
	Work the World	Healthcare Operations and Management, Human Resources and Recruitment	Nationwide	www.worktheworld.co.uk



This is the experience you've been looking for.

Research in Motion (RIM) was founded in 1984 in Waterloo, Ontario, Canada. We are dedicated to building innovative wireless solutions for the worldwide mobile communications market.

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What you say about our service



“ My adviser was very helpful in providing me resources to further my knowledge of possible careers and applying for postgraduate study ”

“ The information and guidance I was given was excellent ”

“ I could book a face to face appointment with a career consultant on the same day and the career consultant could answer my queries clearly ”

“ I was given links to law related sites that I did not know about and were very useful ”

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