

**STAFF e-newsletter** - to keep you in touch with employability development opportunities for your students and topical issues around graduate employment and further study

**The Careers and Employability Centre** has seen a very busy start to the autumn term with over 500 student information packs being collected in the first week. We encourage all finalists and postgraduate master's students to collect these bags, which contain a wealth of information about Opportunities, as well as free gifts provided by employers.

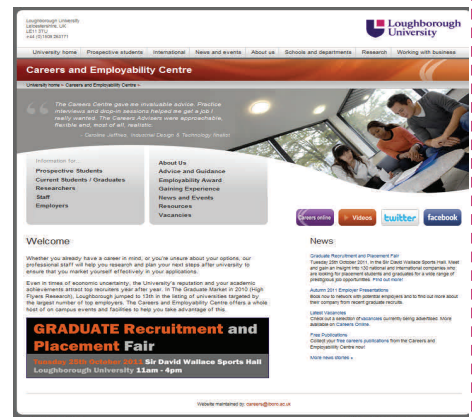


We are also launching a number of employer-related mentoring schemes over the coming weeks and our skills programmes are fully booked. Top Graduate Skills and Career Management Skills are well-established; this year we have a new scheme - Accelerate your career. Full details are at: <http://www.lboro.ac.uk/service/careers/events/centre/skills-programmes.html>

**Careers Online** – the easier way for your students to manage their interactions with us. Careers Online is the Centre's online booking system. This is a one-stop virtual shop for students to book appointments and events, and view vacancies and organisation profiles. Full details about the system and how students can access the site can be found on our website at

<http://www.lboro.ac.uk/service/careers/resources/careers-online/index.html>.

**Our website** - contains a wealth of information including advice on how to see us, where to look for vacancy information, events coming up and a wide range of news topics, as well as information on making applications, writing a CV, preparing for interviews and assessment tests. We have a Facebook page and you can follow us on Twitter.



**How your students can see us**

- **Quick Advice appointments** are available each weekday between 10.00am and 4.00pm. They are only bookable on the day and last 15 minutes. They're an ideal way for any student to discuss their CV or application form with us, or have an initial careers discussion. Appointments can be made through the Careers Online system – see above.
- **Career Consultations** last up to 45 minutes and are in-depth discussions with the careers adviser who works with the appropriate academic department. Students can be referred for these appointments following a quick advice session. Details of advisers who work with your departments can be found on our website in the section entitled *About us*.

**Graduate profiles**

We have continued to develop this section on our website which provides case studies of recent, and not so recent, graduates across all departments. We are expanding this resource to cover further study including the career paths of postgraduates and researchers. You may like to look at the profiles from your own department. See

<http://www.lboro.ac.uk/service/careers/resources/graduate-profiles/index.html>

**Alumni career contacts**

We have a database with details of over 400 alumni who are happy to speak to current students on a careers area of interest. Visit:

<http://www.lboro.ac.uk/service/careers/advice/mentoring/career-mentor-search.html>



Once students find a relevant contact they come to the CEC for personal contact details. This is a valuable resource which can greatly enhance students' confidence in applying for specific career areas.

**Careers student marketing assistants**

We have recruited two new marketing assistants to work alongside Kelly Bailey from PHIR, who took up this role last year. The new marketing assistants are Matthew Townsend, from SBE and Jessica Slater from English and Drama, and they will work with the CEC to promote our activities, seek feedback from students and employers and gain real marketing experience.

**Commercial agencies**

We are aware that school and departmental staff often receive approaches from commercial agencies asking them to email all students with recruitment information. Please feel free to contact us if you have such a request and if you are in any doubt about whether or not to circulate such information. We are happy to talk the situation through with you.

## **Working with academic departments**

### **Placement support**

We work closely with placement tutors to ensure that employers are aware of the value of recruiting placement students. Advisers run sessions in departments for students preparing for placement and are also members of the Placement Tutors' forum, which meets twice a year, reporting to the Programme Quality Team. There is also information for placement tutors and administrators on our website, including links to the University's agreed Code of Practice and also the health and safety guidelines.

<http://www.lboro.ac.uk/service/careers/experience/placements/info-for-staff-tutors.html>

This year we have been awarded some funding from the Loughborough University Development Trust to pilot a scheme where **students returning from placement can act as informal mentors to those thinking of applying for placements**. This is being trialled in the Design School and the School of Aeronautical, Automotive, Chemical and Materials Engineering and we are very grateful to colleagues for their support with this project.

### **Talks to students/Contributing to modules**

You are probably aware that careers advisers come to your department to talk to your students about career planning. We are always happy to develop bespoke sessions for specific student groups at all levels of study. Several careers advisers already deliver sessions which contribute to programme modules and help to raise students' awareness of careers-related matters.

### **Information for academic staff**

You may already be aware that the staff section on our website contains information about what we provide for your students, and also advice about writing references. Please see: <http://www.lboro.ac.uk/service/careers/info/staff/index.html> for details.

### **More about what we offer**

#### **Loughborough Employability Award**

You may well be very familiar with this award, which was established two years ago and now has over 600 students registered on the scheme. The award is designed to give University recognition to students' extra curricular activities which enhance their employability. Many students are finding it invaluable in helping them to prepare for employment. Full information is available at:

<http://www.lboro.ac.uk/service/careers/experience/employability/award/index.html>

This year a pilot **skills for employment award** is being offered to a group of up to 30 master's students, predominantly in SBE. If successful, and sufficient resource is available, it is planned to roll this opportunity out to this whole student group in due course.

#### **Employment trends/Destination information**

The graduate market continues to change rapidly, and increased interest is seen from prospective students and their parents at open days and other events. National requirements mean we will have to make available quite detailed information relating to the level of work entered and salaries earned for each subject area.

We are working closely with Student Outreach and Recruitment to develop more resources to provide the sort of information that is particularly useful to you in dealing with some of the queries you are receiving. We can also provide in-depth analysis by programme of destination information. Please contact Andrea Reed, graduate destinations coordinator ([A.Reed@lboro.ac.uk](mailto:A.Reed@lboro.ac.uk)) if you would like to discuss this resource further.

Careers advisers are also very happy to discuss with academic and related staff graduate trends in employment for their own department and more generally. Recent destination information is on our website at:

<http://www.lboro.ac.uk/service/careers/resources/what-graduates-do.html>

### **Fairs... Presentations... Road-shows**

The largest **employer fair** we have ever organised took place on campus on Tuesday 25 October in the Sir David Wallace Sports Hall. Some 140 organisations attended, and this recruitment and placement fair is one of the main events in our calendar. Over 4500 students and recent graduates attended. Some exhibitors brought state of the art vehicles onto campus to attract students to the opportunities they have to offer.

You can view of list of exhibitors at:

<http://www.lboro.ac.uk/service/careers/events/employer/fairs/graduate-fair.html>

**Employer presentations** are once again proving extremely popular, and full details are at:

<http://www.lboro.ac.uk/service/careers/events/employer/employer-presentations.html>

We will also be holding careers road-shows in Wolfson, the Library, the EHB and James France during November so look out for us.

### **National Minimum Wage matters**

Advice provided nationally is now available via the employer section on our website, outlining the legal requirements for providing work opportunities to graduates. See <http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1096811513>

Please note it is not currently illegal for students to undertake unpaid placements as long as the placement is an agreement part of a degree programme. Please contact Sally Western ([S.Western@lboro.ac.uk](mailto:S.Western@lboro.ac.uk)) if you have any further queries about this challenging topic.

The **next edition** of the Careers and Employability newsletter for staff is scheduled for **Easter 2012** and should contain destination information relating to 2011 graduates.