Career Development Support Guide for Personal Tutors
Contents

3 How we work together
4 The Career Development Journey
5 If a student is thinking of starting a business, working freelance or being self-employed...
6 If a student wants to find opportunities, book a place for an event or book an appointment...
7 If a student needs guidance around career options and applying for opportunities...
8 The Leicester Award
8 The Leicester Award Gold
8 What is the Higher Education Achievement Report (HEAR)?
9 Graduate Gateways
9 If a student wants to speak to an employer or learn more about a sector...
10 If a student is looking to gain experience...
11 DLHE data at your fingertips...

Introduction

The Career Development Service offers a range of support to help students achieve their ambitions, and we are increasingly working with academic departments to deliver this.

This guide has been created as a resource for you, as a personal tutor, to familiarise yourself with the support we offer. We hope that you will find this useful in your conversations with students to signpost them to our relevant activities.

Best wishes,
Richard Wilcock and Margo Bass
Associate Directors, Career Development Service
How we work together

It is the responsibility of everyone in our institution to support our students and equip them with the skills they need to establish a successful career.

To support this agenda, each department has a **Careers Tutor**.

Their responsibilities are:

- Agreeing the Department’s Employability Partnership Agreement (EPA) with the Career Development Service annually. This is used to plan a range of careers activities within the curriculum.
- Liaising with a designated member of the Career Development Service to regularly review progress. Your Careers Tutor can put you in touch with us directly, should you wish to discuss employability and transferable skills in your curriculum.
- Acting as a conduit of information to your students and sending them relevant opportunities.
- Communicating important updates to colleagues in your department.

As a **Personal Tutor** you can:

- Encourage students to start thinking about their career at an early stage and get involved in activities to develop their skills.
- Take time to understand the Career Development Journey on page 4, which you can use with students to help them identify where they are and what they can do next.
- Signpost your tutees to our activities using this guide and the Career Development Service website, [www.le.ac.uk/careers](http://www.le.ac.uk/careers).
- Use your expertise in your field to suggest subject-specific options and resources that might be suitable for your students.
- Speak to your department’s Careers Tutor to find out more about how we work together and to view the EPA, a record of all planned activity for an academic year.
The Career Development Journey

The Career Development Journey is a flexible curriculum which aims to provide students with the knowledge, skills and mind-set to manage their careers and professional development throughout their lifetime. It is underpinned by good teaching and learning practice, and reflects models of learning such as Bloom’s Taxonomy.

The Career Development Journey has activities embedded into the academic taught curriculum, blended with learning hosted on the ‘Your Career Development Service’ Blackboard site. Critically, it also capitalises on the extra-curricular experiences and services that students engage with as learning activities to support their career development. For more information about the Career Development Journey, visit www.le.ac.uk/careers

Planning for your Future
The Leicester Award
Launchpad Leicester Online
Activities recognised on your Higher Education Achievement Report (HEAR)

Being Professional in the Workplace 2
Careers Fairs and Networking
Leicester Award Gold

Being Professional in the Workplace 3
Vocational Volunteering
Undergraduate Internships

Explore your options
1 Log on to MyCareers
2 Know Yourself
3 Understand your Options
4 Get Experience

Plan where you want to go
5 Build Skills and get Recognition
6 Get in Front of Employers
7 Focus your Work Experience
8 Prepare to Apply
9 Get your application reviewed
10 Practice for Interviews and Assessments

Be Competitive
Application and Selection Workshop
Psychometric Testing Workshop
Recruiter in Residence
Application and Selection Appointments
Mock Interviews
Interview Skills Workshop
Mock Assessment Centres

Activities recognised on your Higher Education Achievement Report (HEAR)

Being Professional in the Workplace 1
Business Coaching
Appointments
Volunteering
Part-time Work
Extra-Curricular Challenge

MyCareers
Know Yourself Toolkit
Talent Academy
Extra-Curricular Challenge
Employer Insights

Workshop
Psychometric Testing Workshop
Recruiter in Residence
Application and Selection Appointments
Mock Interviews
Interview Skills Workshop
Mock Assessment Centres
If a student is thinking of starting a business, working freelance or being self-employed...

We offer a range of support which helps students to gain the skills and knowledge to develop business ideas, grow their professional networks, find funding to get started and develop enterprise skills and commercial awareness through real world business challenges. Students can:

• Attend one-to-one business coaching sessions providing support from assessing an early stage business idea to getting a business off the ground.

• Attend events such as Business Start-up Café networking sessions and Launchpad Leicester Training Workshops through which they can hear from inspiring speakers and focus on developing different areas of their business; including marketing, finances and pitching.

• Access our innovative virtual learning programme (within Blackboard), Launchpad Leicester Online, designed to give tools and resources (including masterclass webinars) to help develop business ideas whatever stage they may be at.

• Connect with Leicester’s thriving start-up community and stay up to date with the latest events in Leicester by signing up to Start-up LinkedIn groups and a weekly ‘Startup Digest’.

Find more information at www.le.ac.uk/studententerprise

For international students:
The ‘Tier 1 Graduate Entrepreneur’ scheme is designed to enable graduates who we identify as having developed genuine, credible, innovative and scalable business ideas to extend their stay in the UK after graduation to establish their business. To find out more come and see us.
If a student wants to find opportunities, book a place for an event or book an appointment...

The student can log in to MyCareers, our online career development portal, with their university username and password to:

- Access a range of opportunities such as graduate jobs, internships, placements and volunteering activities.
- Book and cancel appointments online.
- Book and cancel places at events such as employer events, business start-up events (page 5), Mock Assessment Centres, Psychometric Testing workshops and Interview Skills workshops.
- Submit queries to us, including CVs and applications for review, through the queries tab. We will aim to respond within five working days.
- Update their preferences to receive personalised updates based on their interests.

Log in to MyCareers
mycareers.le.ac.uk

We have a ‘no-prep, no-entry’ policy for our events and appointments, including the Festival of Careers which is our flagship event in the autumn term.
If a student needs guidance around career options and applying for opportunities...

They can book an appointment at the Career Development Service to speak to an adviser for:

- A review of a CV, covering letter, personal statement or application
- Guidance about their career options
- Help finding opportunities
- Advice on how to create an effective LinkedIn profile
- Preparation for interviews, psychometric testing and assessment centres
- Mock interviews, mock role plays, presentations and video interview practise

We also have specialist support for Postgraduate Research students and for Mature students.

For more information or to book an appointment, visit MyCareers, call 0116 252 2004 or visit the Career Development Service on the corner of the Percy Gee building.

Did you know?
Staff can also access the information on MyCareers. Register for a ‘user’ account to see the events and opportunities available. Go to mycareers.le.ac.uk

Did you know?
Graduates can register for a graduate MyCareers account to retain access to our appointments, events and opportunities.

Did you know?
We can run appointments via Skype or by phone for Distance Learners and students not on campus. Please call us to book.

Did you know?
We have appointments available throughout the holidays and we regularly run evening appointments. Check MyCareers for availability.
The Leicester Award

The Leicester Award is a skills development programme for students engaging with activities outside of their degree. These activities include extra-curricular and co-curricular initiatives that are recognised on the Higher Education Achievement Report (HEAR) along with volunteering and part-time work.

The Award provides a framework for students to reflect upon the skills they are developing, communicate their achievements and investigate their career options. The Leicester Award is recognised on a student’s final academic transcript and HEAR.

Benefits for students:
• Increases their employability and develops their skills
• Increases their confidence and self-awareness
• Receive feedback and support on their development

The Leicester Award Gold

The Leicester Award Gold is an advanced skills development programme delivered by employers for our most engaged and promising students who have already successfully completed the Leicester Award.

The Leicester Award Gold aims to develop students’ skills and commercial awareness of a specific sector through working on real-life business challenges.

Benefits for students:
• Develops their professional network
• Gives them an insight into typical sector-specific career paths
• Allows them to experience a real assessment centre

What is the Higher Education Achievement Report (HEAR)?

The HEAR is a nationally recognised transcript that demonstrates a student’s academic and extra-curricular achievements, providing future employers or further study institutions with a comprehensive record of the knowledge, skills and experience gained during their time at University.

If activities are being delivered in your department that aren’t recognised in the curriculum then these could be recognised on the HEAR. Please direct any queries to laes@le.ac.uk. For more information about the HEAR, visit www.hear.ac.uk

Did you know? 7 students gained positions with Leicester Award Gold partner employers in 2014/15 as a direct result of participating in the Award.
If a student wants to speak to an employer or learn more about a sector...

There are a variety of employer led events and activities that take place across campus throughout the year.

**Sector Insights:**
Insight Events are a must attend event for students who would like to grow their understanding of a particular sector. A prior interest in the area is essential, but attending the Insight Event will help them to discover whether this area is really right for them.

**Employers in Residence:**
Employer in residence days provide students with the opportunity to meet employers face to face and have an in depth conversation. This session is aimed at students who are either in the application process with the employer or starting out their application.

**Fairs:**
Career fairs are a great place for students to meet a number of employers and discover more about the roles on offer, and see where their degree and ambition could take them. Throughout the year there are a range of fairs including the Festival of Careers, Law Fair, and Summer Fair.
If a student is looking to gain experience...

Part time work through Unitemps

Unitemps is part of the Career Development Service and provides temporary and part time jobs. It is based next door to us on the corner of the Percy Gee building. The university guidelines recommend that students can only work up to 15 hours a week during term time.

- Students can register for part time work at [www.unitemps.com](http://www.unitemps.com) by uploading their details, CV and references.
- Typical roles include work in administration, catering and events.

www.unitemps.com
DLHE data at your fingertips...

Find out what recent graduates are doing

All higher education institutions are required to record what their recent leavers are doing six months after graduation. This data is collected through the Destinations of Leavers from Higher Education (DLHE) survey.

University league tables (including the Guardian and Times) derive student employment statistics from the DLHE survey, which directly feed into an institution’s overall ranking.

The DLHE Dashboard-First Degree is a new interactive report on the destinations of first degree, full-time, home-domiciled leavers.

Staff are now are able to:

- Navigate through the University’s DLHE survey results from their desktop
- Dig deeper into the underlying data – including department and course level information
- Explore similarities and differences between the University and the wider sector

Find out more about the DLHE Dashboard, including how to access it, at:

https://www2.le.ac.uk/offices/careers-new/information/cds/destinations/dlhe-dashboard