Career Development Support
Guide for Personal Tutors

www.le.ac.uk/careers
Contents

How we work together ........................................... 3
The Career Development Journey ......................... 4
MyCareers: booking appointments and events .......... 6
Career development advice .................................. 7
Part-time work ..................................................... 8
The Leicester Award ....................................... 9
Undergraduate internships .................................... 10
Starting a business, working freelance or being self-employed .............................................. 11

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,
Kerry Hyde & Richard Wilcock
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 activity 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 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.

- 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 aims to provide students with the knowledge, skills and mind-set to manage their careers and professional development throughout their lifetime, in the context of a dynamic 21st century employment market.

For more information about the Career Development Journey, visit www.le.ac.uk/careers
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 11), Mock Assessment Centres and Psychometric Testing 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**

[https://mycareers.le.ac.uk](https://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
- Preparation for interviews, psychometric testing and assessment centres
- Mock interviews

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.

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

Did you know? The Leicester Award is open to all students, including Postgraduates.

Did you know? 1119 students signed up for the Leicester Award during the 2013/14 academic year.
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

Undergraduate Internships

An undergraduate internship is an ideal way for students to gain professional work experience, build their transferable skills, boost their CV or gain an insight into an industry or profession.

• The Career Development Service will facilitate opportunities for Home/EU entrants from 2014 onwards to undertake an internship during their first or second year of study onwards.

• These internships will be paid, 6-12 weeks in length and will be with Small or Medium Enterprises and charities (East Midlands or UK wide) as well as University Departments.*

• Eligible students** will need to register their interest in Semester 1 and complete a developmental preparation programme in Semester 2 before being able to apply. All successful candidates will typically complete their internship during the summer between their first and second year, or second and third year. Start/end dates to be negotiated with host.

*Roles will be project based and take into account broad career aspirations but the Career Development Service will not be able to meet students’ specific requests for roles or industries.

**Students will need to demonstrate that they can meet the entry requirements (e.g. have at least 2 weeks work experience). Further details will be communicated in due course.
If a student is looking to gain experience...

Part time work through Unitemps

Unitemps is a part-time job agency and part of the Career Development Service, based next door to us on the corner of 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 by uploading their details, CV and references.
- Typical roles include work in administration, catering and event management.
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 start a business, generate a business model and plan and expand their business networks.

Students can:

• Attend one-to-one business coaching sessions providing support with everything from assessing your idea to getting your business off the ground.

• Attend events including a business start-up networking café, master class webinars and Launchpad Leicester, a 3 day interactive workshop.

• Build their network through business start-up LinkedIn groups and specialist interest groups in the region.

• Receive specialist support for social enterprise businesses through the Working in Social Enterprise Project (WISE).

For international students:
The ‘Tier 1 Graduate Entrepreneur’ programme is designed to enable graduates who we identify as having developed genuine and credible business ideas or entrepreneurial skills, to extend their stay in the UK after graduation to establish their business. The University of Leicester can endorse 15 graduates per year on the scheme. Come and see us to find out how to apply.