

# Careers and Employability Elements in Tutorial System

## Year 1 Focus

- Encourage involvement with clubs and societies, volunteering, part-time work, positions of responsibility, etc.
- Raise matter of developing skills on their academic programme and via extra-curricular activities, and their relevance to each other and the future
- Skills checklist to assess what skills they currently have and what they need to develop
- Planning grid to work out how to develop skills they are lacking and to plan for summer activities

## Semester 1 Tutorial 1

To help address the following in the checklist provided by Nigel:

2. Expectations
3. Ambition and Direction
4. Signposting – Careers and Volunteering
6. Choices – changing or leaving a course can have major implications on career paths, so well worth discussing with a Careers Adviser before making such a decision

“The Careers Service is a useful resource from year 1 onwards and will help you recognise the skills you are developing during your academic studies that are useful in other areas of your life. They will also help you to see how your involvement in interests, hobbies, clubs, societies, volunteering, sports and all other extra-curricular things also help you develop skills that are useful to you in your academic studies – they are all transferable. During this year you must complete a skills check to help you see what skills you already have and what you need to develop and improve. We’ll come back to this in our tutorial in Semester 2, but in the meantime look at the skills checklist on <http://www.aber.ac.uk/en/careers/tutorial>.”

## Semester 2 Tutorial 4

“Have you been assessing how your skills development is coming along? Have you completed some of the skills checklist? Let’s have a look at how you are progressing.”

Possible responses:

“You don’t seem to have recorded much? – go and see the Careers Service, call into their office during their opening hours and use their drop-in service to help you focus on your learning so far.”

“You don’t think you have any skills as yet? – go and see the Careers Service so they can help you with this, call into their office during their opening hours and use their drop-in service to help you focus on your learning so far.”

“You don’t understand what this means or can’t see how any of your experiences to date match up with this? – go and see the Careers Service so they can help you, call into their office during their opening hours and use their drop-in service to help you focus on your learning so far.”

“You clearly have a wide range of skills, but are there any that you need to improve upon or broaden in any particular way? – go and see the Careers Service so they can help you, call into their office during their opening hours

and use their drop-in service to help you focus on the specific skills you may need to develop further or the experiences you can gain that will help broaden the nature of specific skills.”

“Did you know that the Careers Consultant for this department is . . . and he/she offers a drop-in session here in the department/Institute on . . . .”

“I can see from your dashboard here that you haven’t had any work experience to date / have had minimal work experience before coming to University. You really should think about this now, as the summer period will be the perfect time to gain some experience and develop your skills further. Go and see the Careers Service, call into their office during their opening hours and use their drop-in service so they can show you the range of options on offer, there’s lots of choice and flexibility. The Planning Grid is a way for you to start thinking about how you are going to develop more skills and use your time effectively, so start thinking about that too and ask them for help with developing your plans. We will be looking at your Planning Grid and Skills Checklist again in Year 2.”

## **Year 2 Focus**

- What they did over the summer and what they might have learnt from it – in relation to skills development
- Thinking about work experience and how to raise the bar in terms of what they have achieved to date
- Skills checklist to see how they’ve improved from previous year
- Planning grid to see where their course choices, optional module selections, extra-curricular activities and interests are beginning to lead them in terms of their future plans and work experience plans for summer

## Semester 1 Tutorial 1

To help address the following in the checklist provided by Nigel:

3. What is feedback and how it’s extremely important for your development academically and otherwise
4. Why you shouldn’t feel threatened by feedback
5. Make sure you are continuing to pay attention to your personal development
6. Think about your engagement with the University, department, community
7. Why work experience and placements are so very important
8. Erasmus opportunities, studying abroad
9. Where to get more help
10. Monitoring your performance and attendance

“Looking back on last year and your development then, how can you make best use of this year to develop your skills, improve academically and gain valuable work related experiences? In reference to your skills checklist and Planning Grid from the end of last year, there are gaps in your skills / experiences in the following areas . . . . I suggest you speak with the Careers Service so you can see how to make the best use of your time this year to address these areas. This will help you to focus on your academic studies and improve your

performance in these areas too, as skills development and increased experiences all contribute towards your own personal development in all areas of your life. The Careers Service will help you focus on your planning grid so that you are beginning to get an idea of what plans you need to put in place this year to start aiming towards future career plans. Don't panic, you won't need to have solid plans in place that direct you for years to come, but you do need to start thinking in broad terms about career options and possible future routes. This year is an excellent time to recognise which options in your degree interest you the most and to work out why you like those options and which skills are you using as you study them. At the same time think about developing different experiences that are work related or will provide you with very different environments, such as Erasmus options in Europe, semester exchange with other Universities overseas, Year in Employment Scheme / Industrial Year, summer internships, volunteering, ambassador roles and using our eMentoring system to link with past graduates of the University and using their experiences to give you ideas and to help you plan. Make sure you fill in your skills checklist and speak with the Careers Service about your Planning Grid as we will discuss this again in Semester 2, **but closing dates for some of these things will happen fairly early on this year – so don't miss the boat!**"

"Did you know that the Careers Consultant for this department is . . . and he/she offers a drop-in session here in the department/Institute on . . . ."

### Semester 1 Tutorial 2

As regards feedback on modules:

"Remember that each academic module also notes clearly (MAF1, module handbook, course descriptor) the range of employability skills that you are developing as a result of studying this module. Such skills are fully transferable to other areas of your life and are an essential part of your personal development. Don't forget to include such examples in your skills checklist."

### Semester 2 Tutorial 3

Any student at risk of dropping out or withdrawing for some reason should be encourage to speak with the Career Service as well as relevant colleagues within their department.

### Semester 2 Tutorial 4

"Where are you now as regards your plans for gaining more work experience? I see from your dashboard that you don't have much experience or don't have any real ideas about your future career plans. Leaving it all until next year will be too late. Speak with the Careers Service NOW to get as much help and support as possible and to give yourself enough time to consider all your options and make the necessary plans in good time. If you have no career ideas at all then the Careers Service is the ideal place to go. If you have some ideas but are unsure of the best ways to implement them, then speak with the Careers Service, that's what they do! If you are very sure of your plans, that's great, but the Careers Service may be able to offer you some additional

suggestions you hadn't considered or they might be able to help you with links to relevant employers, Universities or alumni who can be of specific help to you. If you're thinking of setting up your own business or working on a freelance basis then they have specialist advice to get you started, help you with business planning and they can put you in touch with other agencies and organisations who might have funding on offer and additional support."

"Did you know that the Careers Consultant for this department is . . . and he/she offers a drop-in session here in the department/Institute on . . . "

### **Year 3 Focus**

- Have they started to plan their career path or at least next step? – PG course, work, internship, volunteering, gap year
- Skills checklist to prepare for making applications
- Planning grid to work out priorities and where they need to go next for help and support
- Final decision making and tackling applications

### **Semester 1 Tutorial 1**

"This is your final year and you must start planning your future options in relation to your career, if you haven't started already. I see from the dashboard that you have recorded you have no solid ideas/ have a few ideas but nothing concrete, well now is the time to speak with the Careers Service and start forming your ideas and getting some plans together. Did you do any work experience over the summer period? How does this fit in with your possible future plans? Did it give you any insights into your own personal skills development and preferences in terms of the sort of work you might like to be doing /would not like to do? Where are you in terms of your skills checklist, are there still gaps in that you need to address? Did you follow your Planning Grid from last year and does that have any unfinished steps that you need to carry over into this year? Arrange a one-to-one meeting with a Careers Consultant as soon as possible so you can start to address this, it can take some time to get a plan in place, so don't give yourself the added stress of leaving it too late in the year – **act now!**"

"Did you know that the Careers Consultant for this department is . . . and he/she offers a drop-in session here in the department/Institute on . . . "