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We hope you find this edition of the Careers Annual Report on the academic year 17/18 of interest. We have reviewed our work and included data on the central provision of one to one guidance, careers education and information support at all levels as well as discipline specific delivery in the curriculum.

A particularly exciting development for us this year has been the recruitment of Sophie Wynne (Employability Manager) and Nikki Alder (Employer Account Manager) who form the Employer Engagement Team. Their focus is to develop strong links with SME’s and key larger employers developing relationships and events that will increase opportunities for our students and graduates.

We have tried to keep the format of this report engaging and interesting, if you would like more detail on anything contained in the following pages please do not hesitate to get in touch.

More information on how we work can also be found on our website and in the Careers Employability Strategy 2018.

Sue Holton
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EMployer Events

Careers continues to run a series of events designed to offer graduate and work experience opportunities to our students. Over the past year this has included:

10 Careers Fairs covering various types of work: Part-time, Volunteering, Placements and Graduate jobs.

Over 140 employers have visited us on campus in the last year. Including:

* NHS Leadership Academy
* IBM
* Intel
* BMW Group
* ICAEW
* Aviva
* AECOM
* Government Operational Research
* MarineTraffic
* Department for Education

Using the Santander Placement Programme Careers has worked with local SMEs to create paid internship opportunities for our students. Just some of the internships that students have been placed into in the last year include:

* Trainee Assistant Producer (Film) Intern
* Insights and Marketing Intern
* Legal Intern
* Events Manager Intern
* Software R&D Intern
* Environmental Research Assistant Intern
* Transport Planning Intern

The Employer Engagement Team have an increased programme planned for 18/19 to include careers fairs, SME networking events and business breakfasts.

![Image of two students]
140+ Employers visited us on campus

10 Careers Fairs, alongside employer pop-up events, workshops and more

Employer Feedback

We thoroughly enjoyed exhibiting at the Summer Jobs Fair at Oxford Brookes, 2018! The students were engaging and creating a real buzz!

- Bright Horizons Family Solutions

We found the careers fair useful, we were able to reach a new target audience. You have fantastic facilities! We would look to come again.

- Abingdon and Witney College

Santander SME Programme Feedback

Two successful years which we will repeat for sure.

- Local SME Employer

Great scheme, glad we are part of it. Recommend it to all other businesses we know.

- Local SME Employer
CAREERS USAGE STATISTICS

Careers continues to work in collaboration with faculties to deliver a range of sessions aimed at improving the employability and career development of our students. Below you will see the statistics for all the workshops we ran in faculties for the year 2017-2018. You will also see information on how students are interacting with Careers and some of the services we provide for them.

<table>
<thead>
<tr>
<th>CAREERS STATISTICS</th>
<th>CAREERS STATISTICS</th>
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</thead>
<tbody>
<tr>
<td><strong>2016-2017</strong></td>
<td><strong>2017-2018</strong></td>
</tr>
<tr>
<td>132 workshops</td>
<td>155 workshops</td>
</tr>
<tr>
<td>delivered in</td>
<td>delivered in</td>
</tr>
<tr>
<td>Faculties</td>
<td>Faculties</td>
</tr>
<tr>
<td>5015 students</td>
<td>4922 students</td>
</tr>
<tr>
<td>attended workshops</td>
<td>attended workshops</td>
</tr>
</tbody>
</table>

Careers continues to work in collaboration with faculties to deliver a range of sessions aimed at improving the employability and career development of our students. Below you will see the statistics for all the workshops we ran in faculties for the year 2017-2018. You will also see information on how students are interacting with Careers and some of the services we provide for them.
92% of students rated careers workshops very good or excellent

99% students would recommend workshops to others

73 students interacting with Careers on a 1-1 basis per week

100% of students would recommend a 1-1 session

90+ hrs of tailored 1-1 interview practice for students with Careers Consultants

9033 user activities on our online careers resource portal, Abintegro
WHAT WE OFFER...
A list of workshops that we currently deliver:

Getting Started
• Make the Most of Your Careers Service
• Thinking About Your Career
• Career Planning and Development
• Career Adaptability
• Careers Resources
• Making Career Decisions
• Careers for Penultimate Years
• Career Tactics Approaching Your Final Year

Options - things to consider
• What Can I Do with My Degree?
• Finding Your Way Through the Multitude of Careers Options
• Life Beyond Graduation: The Survival Guide (for subject area)
• Alternative Careers (for subject area)
• The 4 Most Frequent Questions (for subject area)
• Get into Teaching

Skills - what are employers looking for?
• Marketing Yourself for Employment
• Skills Analysis
• Skills for Placement
• Brookes Future Leaders Programme
• Coach Yourself- an introduction to coaching techniques
• LinkedIn Masterclass
• Assess Yourself for Personal and Professional Development

Job Search, Work Experience and Volunteering
• Get the Job You Want
• Effective Job Search
• Understanding the Graduate Job Market
• How to Find a Summer Job/Internship (for subject area)
• Part-time Work and Volunteering
• Prepare for a Careers Fair
• SME Internships and CVs
• Reinvigorating Your Placement Search
• Finding Jobs in Europe
CVs and Applications
• CVs, Covering Letters and Application Forms
• CV Masterclass (in subject area)
• Online Applications
• Making Great Applications for the Brookes Graduate Internship Scheme

Interviews and Assessment Centres
• Interview Preparation
• How to Impress at Interviews
• Ace Your Assessment Centre

Psychometrics and Personality Type
• Introduction to Psychometric Tests in Recruitment
• Introduction to MBTI Personality Type Indicator
• MBTI Type Indicator and Group Work
• Conflict Resolution Using the TKI Instrument

Postgraduate
• Thinking About Postgraduate Study?
• Writing a Winning Personal Statement
• Formative Personal Statement (for subject area)

International
• Options After Graduation for International Students
• Employability and Immigration
• Immigration and Job Searching

Researchers
• Managing a Career in Academia
• Strategies for Employment: Effective CVs, Applications and Interviews for Researchers
• Academic Careers (in subject area)
• Enhancing Your Personal Effectiveness as a Researcher
• Coaching Tools for Personal and Professional Development

Make a request...

If you would like to organise a workshop for students within your subject then please contact your Faculty Link. We are happy to deliver both existing or bespoke sessions.
This year has seen development of targeted careers and employability input into undergraduate and postgraduate programmes, aided by the impressive facilities of the newly re-located Business School. Sessions have included career options, CV, application and interview techniques, developing an appropriate on-line presence, international job search, as well as how to handle psychometric tests and assessment centres. Careers support continues with centrally run career and personal development workshops and additional ‘Careers Extra’ sessions covering topics such as: introductory coaching skills, career adaptability for the 21st C, networking, managing change and developing resilience. A key feature of Brookes careers support is access to one-to-one career consultations, that permit a focus on individual career development needs. Input has also been given into the School’s TEF Working Group on employability issues and development of the new compulsory Level 5 employability modules, which are being introduced in 2018-19.

With the challenges of the rapidly changing skills and labour market requirements, the aim is to encourage all students to engage in career planning and employability skills development at an early stage, so that they can each access the most relevant work experience and development opportunities.

FACULTY LINK

John Kirwan
Careers Consultant
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01865 48 5154
It was a really nice and educating session which have really helped me improve my skills and CV - CVs, LinkedIn and Resources workshop. Engaging and relevant information discussed. Interactive exercise well executed and fun - Ace Your Assessment Centre workshop.
At Marston Road, Jo continues to deliver well-embedded and well attended training sessions across the range of professions including, for the first time this year, to all completing Occupational Therapy students. These sessions, which mainly focus on the recruitment process for a first post, are extremely well received and this year the team has seen an increase in the numbers of OT students for our one-to-one support at Careers. Other new sessions this year have included a co-taught follow-on session for final year Midwifery students focusing on meeting the challenges of the workplace immediately post-qualification.

Emma has continued to enhance careers provision for Gipsy Lane students including establishing a volunteering programme at Springhill/Grendon Underwood prisons, of significant interest to psychology students. Through reaching out to several hundred students in semester 1 via five minute shout-outs in key lectures we have encouraged engagement with Careers. Lunchtime careers talks have maintained popularity and seen several new employer visitors, and there has also been a substantial increase of careers workshop input into modules.

**FACULTY LINKS**

Emma Robinson  
Careers Consultant  
erobinson@brookes.ac.uk  
01865 48 4671

Jo Moyle  
Careers Consultant  
jmoyle@brookes.ac.uk  
01865 48 4865
34 workshops delivered in Faculty

978 students attended workshops

84% of students rated workshops very good or excellent

97% students would recommend workshops to others

“I feel more supported and confident to start applying for jobs - Practical Applications & Interview workshop

Answered all my questions and gave me a clear insight on how to start, what to expect and guidance available - Getting Your First Job as a Physio workshop

84% of students rated workshops very good or excellent
Since September when Pete has taken on faculty lead role in HSS he has supported the development of a monthly employability group with representatives from all HSS departments and has worked to increase Careers presence within subject areas, particularly Law, Geography, English and Modern Languages, Early Years, History and Politics/International Relations. There has been an increased demand for workshop delivery in faculty as a whole. In Law he co-delivered training for students with employability leads for LLB and GDL, has supported Aspiring Solicitors events and created several new information resources. In Geography he has continued a joint project with academics and library staff to enable students to regularly access support and evaluate their skill development. In EML he has collaborated to lead several events for an Employability week including a well-attended alumni event. He has also conducted a range of workshops with students on topics such as Resilience Skills, how to become an engaged learner, LinkedIn practicals and Being competitive in applications and job interviews. He is identifying further opportunities for increased work in other programmes in the new year.

FACULTY LINK

Pete Smilie
Careers Consultant
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01865 48 4908
46 workshops delivered in Faculty

1111 students attended workshops

60% of students rated workshops very good or excellent

91% students would recommend workshops to others

"I really like how much support there is for students - Skills Audit workshop

Very informative. Gives me confidence in my job applications - Marketing Yourself (CVs and Interviews) workshop"
The increasing importance of Careers and Employability work within TDE has been recognised by ADSE Gina Dalton with Careers champions being nominated for each programme area. New sessions were introduced for Planning students designed to recognise transferable skills and thereby improve performance at graduate interviews. All students in TDE will now be encouraged to join their respective LinkedIn group such as the School of Architecture group. Core provision to support students applying for placements is supplemented by the central programme of careers sessions and Careers Fairs including a successful Technology Fair at Wheatley. One to one sessions were offered at Wheatley campus to School of ECM students in the new Library office H210 every Thursday during semester time and this service will continue in 2018/19. Regular ‘Drop in’ information, advice and guidance consultations remain available every day in JHB. Marija Murthwaite joined the team this year, working with the School of Arts during Semester 2 and participated in the Careers in Publishing event. Sessions on making successful applications and preparing for Interview were well received by Digital Media Production, Art, Film and Music students. Marija will be taking over responsibility for the whole Faculty for 2018/19.

FACULTY LINK

Marija Murthwaite
Careers Consultant
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01865 484753
Now I know what I need to do to get a graduate job - Employability workshop for Finalists

Very helpful. Reminded me of certain elements and introduced me how to “upgrade” my CV to the next professional level - CVs and Covering Letters workshop

Now I know what I need to do to get a graduate job - Employability workshop for Finalists
Support by Careers for research students and fixed-term research staff continues to receive extremely high levels of satisfaction by our users and this year Jo has begun working towards a more co-ordinated approach with colleagues across the University.

For 2017-18 we have:
• Delivered over 30 hours of central training with 92% of participants rating it ‘excellent’ or ‘very good’ and 100% saying they would recommend it to others
• Attended a range of central and faculty committees resulting in a new Career Planning Timeline document which will be made available to all research students via the Research Degrees website and induction packs
• Increased input at Faculty level in HSS and Business and begun engaging with Faculty DTPs
• Co-organised the central biennial Researcher Career Pathways event in January
• Contributed to the University Research Induction day to flag up support to eligible fixed-term research staff

For 2018-19 we will:
• Engage further with Faculty DTPs to assess specific training needs and include information about Careers support in DTP handbooks as appropriate (currently achieved for HSS)
• Co-organise a newly revamped 2-day skills school, the Research Intensive Skills Event (RISE) to take place in January 2019

CONTACT
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01865 48 4865
This year we have continued to support international students in enhancing their employability and awareness of work experience opportunities.

In 2015/2016 we ran a pilot to compliment the OBU Graduate Internship Scheme, with the aim of making the scheme accessible to international undergraduate students. In 2016 this resulted in five international students from Columbia, Japan, Malaysia, Venezuela and Vietnam successfully securing both internships across the institution and Tier 5 visas via the visa sponsoring organisation Access Tier 5. Five more international undergraduates have secured internships starting in September 2017. Throughout the year we ran a variety of sessions, specifically for international students, attended by over 300 students. Titles of the workshops and sessions included:

• Working part-time during your studies
• Academic and Cultural Orientation for International Students – working in the UK
• Making Careers Decisions
• Options after Graduation for International Students Part 1 & Part 2

We were also asked to deliver specific sessions for international students studying in particular subject areas such as architecture and engineering.

CONTACT

Emma Robinson
Careers Consultant
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01865 48 4671
**CAREERS EVENTS 18/19**

*Jobshop Pop Up* - Employers recruiting for part time roles on Mondays during Semester

*Volunteer Wednesday* - Community groups recruiting volunteers on Wednesdays during Semester

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<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tr>
<td><strong>WEEK 2</strong></td>
<td><strong>WEEK 3</strong></td>
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<tr>
<td>Part Time Jobs Fair</td>
<td>Westgate Oxford Jobs Fair</td>
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<td><strong>WEEK 2</strong></td>
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<td>Volunteer Fair</td>
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<td>Technology Fair</td>
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<td>Summer Jobs Fair</td>
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