Welcome to the 16/17 Careers Annual Report containing a review of the last academic year of both our central and Faculty/School based delivery. We have tried to keep the format engaging and interesting. If you would like more detail on anything contained in the following pages please do not hesitate to get in touch.

A positive point of interest to us as a team is the increase in take up of delivery to students in the Faculties/Schools as part of their course. This is an effective model, tailoring careers education to the discipline and the level of study. The team has enjoyed working with academic colleagues and some interesting projects with more long term views on developing our students' employability are underway.

We are also delighted that the extra investment in Careers for the upcoming academic year will allow us to work with employers in new ways. Increasing opportunities for our graduates and providing work based roles that will enable students to develop skills and experience alongside their studies.

More information on how we work can be found on our website and in the Careers Employability Strategy 2017.

I do hope you enjoy this report, questions and any comments are welcome.
EMPLOYER EVENTS

Careers continues to run a series of events that are designed at offering work experience opportunities to our students. We have:

Run 12 Careers Fairs covering various areas of work including: Part-time, Volunteering, Placements and Graduate jobs.

Over 140 employers have visited us on campus in the last year. Including:
* Government Operational Research
* IBM
* ICAEW
* Pamoja Education
* PWC

Over 30 volunteering organisations have visited us on campus to promote opportunities. Including:
* KEEN
* Dementia Partners
* Brookeshub
* Oxfam
* Oxfordshire Domestic Abuse
* Macmillan Cancer Support.

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:
* Project Co-ordinator
* Paralegal Intern
* Web Development Intern
* Events Intern
* Marketing Intern
* Film-making Intern
* PR Intern
* Junior Designer

140+ Employers visited us on campus

30+ Volunteering organisations visited us on campus

Employer Feedback

The Santander Scheme allowed me, as a small business, the support to take on an intern.
- Nicola Gardiner Executive Search
This programme completely surpassed our expectations. The intern was hugely talented and we have offered her further work.
- Tandem Collective

Student Feedback

The SME Scheme has provided me with invaluable experience in the specific field I aim to work in after I graduate.
- Tanya, Intern
The Santandar Universities programme has allowed me to gain invaluable experience with a fantastic company. Finding the Santandar scheme was great – it was easy to apply for, and quick to get up and running.
- Helena, Intern
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 2016-2017. You will also see information on how students are interacting with Careers and some of the services we provide for them.

81% of students rated workshops very good or excellent

97% students would recommend workshops to others

CAREERS STATISTICS

2016-2017

132 workshops delivered in Faculties

143 workshops delivered in Faculties

5015 students attended workshops

3407 students attended workshops

2109 students interacting with Careers on a 1-1 basis.

94% of students rated 1-1 sessions as very good or excellent

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.
2016-17 has seen a development of more targeted careers and employability input into both undergraduate and postgraduate programmes, including MBAs, in the Business School. As well as the staples, provision has included sessions on constructing effective LinkedIn profiles for 1st Years, job search in the international jobs market, and the practicalities of handling psychometric tests, and assessment centres. Careers support to programmes has been complemented by centrally run career and personal development workshops including new sessions on: introduction to coaching skills and handling conflict. One-to-one career consultations (on any employability related matter), which allow for a sharper focus on the individual career development needs of students, have remained popular, not least those held on the Wheatley campus.

Looking forwards to 2017-18 it is hoped to increase input into Business school activities as the logistics get easier with the consolidation of the School on the Headington Campus. Through developing collaborations the aim will be to encourage students to engage early in their career planning and employability skills development. The challenge, as in previous years, will be to ensure that all students have access to the right resources, at the right time, enabling them to gain relevant work experience, placements or graduate level jobs in their chosen fields.

FACULTY LINK

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“Very good and informative. I feel better prepared for assessment centres now that I have done this practice - Ace your assessment workshop

Very helpful and interesting, thank-you - CVs, LinkedIn and Careers Resources workshop

84% of students rated workshops very good or excellent

99% students would recommend workshops to others

46 workshops delivered in Faculty

1881 students attended workshops

99% students would recommend workshops to others
This year we have seen over 22% increase in the numbers of students attending HLS workshops.

Jo has continued to develop provision at Marston Road and Swindon. This year’s Nursing and ODP fair at Swindon saw 16 employers attending and included a Careers workshop and follow-up Skype mock interview slots. Profession-specific input is increasingly embedded in modules and well-received, resulting in increased take-up of one-to-one support at Careers, particularly mock interviews. This year Jo has worked with the Adult Nursing team to target students in their second year with a well-received workshop timed to enable them to handle increasingly early recruitment by Trusts.

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**

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**HEALTH & LIFE SCIENCES**

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**34 workshops delivered in Faculty**

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**1022 students attended workshops**

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**88% of students rated workshops very good or excellent**

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**99% students would recommend workshops to others**

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“Really helpful session. I feel much more confident and prepared for interviews than I have in the past - Interviews for Nurses workshop

I really enjoyed it. Was extremely helpful and eye-opening - CVs, interviews and employability skills workshop”
This year, once again, Careers have worked closely with faculty staff to highlight employability as part of the learning experience. We are delighted to be able to report that this year there has been a 96% increase in the number of HSS students who have attended a careers workshops or event delivered as part of their faculty activity or curriculum provision.

New initiatives include Drop-in provision on a regular basis on Harcourt Hill, for which we have received a 100% satisfaction score for careers and employment centre support on this campus in the 2016 Brookes Barometer. Within Geography an innovative pilot skills audit and related workshop programme has been designed and implemented in conjunction with faculty staff and the academic liaison librarian. Careers staff have also been invited to be members of the new HSS Employability Subgroup/Faculty Working Group being introduced by the new HSS Faculty Employability Development Plan 2017-2020. We are working closely with Education Studies, Early Childhood and ELC to increase opportunities for employability skills development activities across each programme.

22 workshops delivered in Faculty
839 students attended workshops

79% of students rated workshops very good or excellent
95% students would recommend workshops to others

Really good session. Especially for those who have not worked before! - Skills audit workshop
Very good, enjoyed it. I feel motivated, positive and feel I have a base to start from - Careers for International Relations students workshop
One to one Careers appointments at Wheatley were popular this year with an increased number of visits from Engineering, Computing and Mathematics students keen to improve their CVs and Cover letters. Alison Bird delivered some new events including a speed-dating style ‘Interview Preparation’ workshop for MSc Motorsport Engineering students and a ‘Get into Teaching’ event for Mathematics students with a guest alumni speaker. Careers contributed to a revised ‘Professional Issues and Risks’ module in the Department of Computing and Communication Technologies which placed employability at the heart of the programme. Pete Smillie has liaised with the Schools of Art and Architecture. In Architecture, he has delivered training to International Architecture students to improve confidence on how to market their experience to employers in the UK, as well as supporting students at the OxArch employer networking event. Within Arts, he has assisted students in media, publishing, fine art and music to help students practise and develop interview skills to improve their confidence and effectiveness, at MA and undergraduate levels. This has included coaching students to succeed at graduate interviews with local publishing companies, working closely with professional practice leads and gathering employer experiences to use within workshops and 1:1 sessions.

FACULTY LINK

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It’s great to know these resources are available for three years after graduation - Personal Development Planning workshop

Such a nice presentation with great information. Makes me feel confident. Thanks again! - CVs, Covering Letters and Interviews Workshop

71% of students rated workshops very good or excellent

95% students would recommend workshops to others

30 workshops delivered in Faculty

1273 students attended workshops
Support by Careers for research students and fixed-term research staff continues to go from strength to strength and shows extremely high levels of satisfaction by our users.

For 2016-17 we have:
- Surveyed researchers about their needs and responded with a refreshed Researcher Careers Training Programme including the popular new Coaching workshops, seeing an overall rise in attendees of 9% to 111
- Delivered over 30 hours of bespoke training with 98% of participants rating it 'excellent' or 'very good' and 100% saying they would recommend it to others
- Contributed to the HSS Researcher Training Day with a Career-themed alumni panel
- Worked with colleagues to set up a new LinkedIn Researcher Alumni group to capture career stories and encourage networking with one another and existing research students

For the next academic year Jo is working on refreshing the information and CPD resources for researchers on our dedicated webpages.

"Excellent session! Thank you very much. I will be attending future events and booking a 1-1"

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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.

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CAREERS EVENTS 17/18

SEMESTER 1

WEEK 1
Bicester Village Jobs Fair

WEEK 2
Part Time Jobs Fair

WEEK 3
Volunteer Fair

WEEK 4
Real Estate, Planning & Construction Fair

WEEK 5
Placement Fair

WEEK 6
Technology Fair

WEEK 7
Finance Fair

WEEK 8
Graduate Jobs Fair

WEEK 9
Graduate Jobs Fair

SEMESTER 2

WEEK 2
Bicester Village Jobs Fair

WEEK 4
Graduate Jobs & Placement Fair

WEEK 10
Summer Jobs Fair