<table>
<thead>
<tr>
<th></th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction</td>
</tr>
<tr>
<td>2.</td>
<td>Careers Usage Statistics</td>
</tr>
<tr>
<td>3.</td>
<td>Workshops and Bespoke Sessions</td>
</tr>
<tr>
<td>4.</td>
<td>Careers Information Team</td>
</tr>
<tr>
<td>5.</td>
<td>Employer Team</td>
</tr>
<tr>
<td>6.</td>
<td>Faculty of Health and Life Sciences</td>
</tr>
<tr>
<td>7.</td>
<td>The Business School</td>
</tr>
<tr>
<td>8.</td>
<td>Faculty of Humanities and Social Sciences</td>
</tr>
<tr>
<td>9.</td>
<td>Faculty of Technology, Design and Environment</td>
</tr>
<tr>
<td>10.</td>
<td>Researchers</td>
</tr>
<tr>
<td>11.</td>
<td>International Students</td>
</tr>
</tbody>
</table>
In the year covering this annual report (18/19) Careers has undergone some significant change, the detail of which can be found in the following pages. In brief, we now have an established Employer Liaison Team and alongside careers fairs and business networking events we will be launching our new Volunteer Centre in the coming academic year. The Careers Consultants have continued with their work centrally and in the Faculties and Schools working strategically wherever possible to achieve the aim of embedding employability in the curriculum. The Information Team as Careers first point of contact have seen a 36% increase in activity and are reacting to this by making some key operational modifications to ensure our service is as accessible as possible.

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 social media accounts.

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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.

CAREERS STATISTICS
2016-2017

218 workshops delivered in Faculties

5664 students attended workshops

CAREERS STATISTICS
2017-2018

168 workshops delivered in Faculties

4596 students attended workshops
82% of students rated careers workshops very good or excellent

95% of students would recommend workshops to others

71 students attended practice interviews with Careers

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
WORKSHOPS AND BESPOKE SESSIONS...
A list of workshops that Careers currently delivers:

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
The Careers Information team provide the first point of contact primarily for students and graduates but also staff, employers and other stakeholders and can answer a huge range of Careers related queries. The team respond to and resolve enquiries by using diagnostic questioning and problem solving skills. We are skilled at helping all our stakeholders access our growing range of resources. Our Frontline provision allows students to access expert information, advice and guidance, including CV, Covering Letter and Personal Statement reviews and signposting to labour market information and resources. We provide a year round service and in 2018/2019 we saw a 37% increase in activity on our Frontline! We are also responsible for organising a number of short external courses such as British Sign Language and Introduction to Counselling, the collation and management of a range of Careers related resources and documentation as well as providing some administrative support to our colleagues in the Employability team. We are regularly reviewing our service and have some great plans for 2019/2020 – watch this space!

69 students interactions per week on average

2697 students interactions on the front desk
Careers continues to organise events designed to offer students an opportunity to engage with employers, as well as access to a range of work opportunities. We ran 12 Careers Fairs with a total of 223 employers in attendance and covering various types of work: Part-time, Volunteering, Placements and Graduate jobs.

Volunteer Wednesdays provide students with the opportunity to meet with charities on campus and discover volunteer opportunities.

Employer Pop-Ups and Jobshop Pop-Ups enable students to discover work opportunities by meeting employers on campus. Students can visit the Jobshop to find local part-time and seasonal work opportunities.

The Santander Internship Scheme has enabled Careers to work with local SMEs to create paid internship opportunities for our students in a range of subject areas.

The Employer Engagement Team have an increased programme planned for 19/20 to include careers fairs, employer events on campus, SME networking events and business breakfasts. 2019 will also see the launch of a new Volunteer Centre, as well as a brand new Careers Platform.
Careers

332 Employers visited us on campus
12 Careers Fairs, alongside employer pop-up events, workshops and more

Employer Feedback

“We were inundated with queues of students from start to finish! it was fantastic for NIO

- NIO (at the Technology Fair)

The caliber of candidates were brilliant and I really enjoyed my day there. It was laid back but professional and I hope to work with the university again in the near future.

- Kew Green Gardens (at the Graduate and Placements Fair)

Santander SME Programme Feedback

“We working with Brookes students has helped us grow and has, in turn, provided the students with invaluable real-world experience

- Global Academy Jobs

Two successful years which we will repeat for sure.

- Rezonence
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

966 students attended workshops

66% of students rated workshops very good or excellent

93% 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“
The year has seen a further development of more targeted careers and employability input into both undergraduate and postgraduate programmes within the Business School, including for distance learning MBA students.

A key development has been increased consultancy work in support of academic staff, including resource provision and delivery on the new compulsory employability modules run for second year UG students in Semester 1 2018. Careers support to specific programmes continues to be complemented by centrally run career and personal development sessions. Input was also given into the MBA Personal & Professional Development Module via contributions to several on-line forums and the provision of on-line career resources.

A key feature of Brookes Careers support, remains access to one-to-one career consultations. These focus on individual career development needs, irrespective of programme, or experience level. Further input has been given into the School’s TEF Working Group on employability issues, as well as developing closer links with WAVES, the school’s business placement office, (e.g. joint mini briefing ‘shout-outs’ and focused preparation of placement applicants for a particular employer scheme).

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.
Involvement across different programmes with HSS has grown steadily with regular input in the curriculum increasing in response to programme reviews, e.g. in History of Art. Pete has hosted several programme networking events including for Sociology, International Relations and Politics, to help students engage with alumni. Employer events for Brookes students with regional, national and international law firms, included a student visit to the Inns of Court. Sustained and regular contact with EML students and reminders of Careers support to History finalists has helped to raise student awareness of support that Careers provides.

Drama and English students have all received 1:1 feedback on their presentation skills. Workshops included: Developing Self-Awareness and Reflective Practice, Dealing with Conflict, Building Resilience, Communicating Effectively on Placement, Exploring Career Options, Effective Applications and LinkedIn Clinics. Pete’s work includes coaching for students with additional needs or disabilities. He also developed a resource to help students prepare for Law selection assessments, supported Get Published and supported Humanities staff to create an employability review tool for programme and module reviews.

FACULTY LINK

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

605 students attended workshops

66% of students rated workshops very good or excellent

93% 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
Careers and employability continues to be recognised as an important feature within the Faculty of TDE. Marija has been working with all Schools and departments to further enhance students’ knowledge and understanding of employability and the benefits of early career planning.

This year she has also been working closely with Real Estate and Motorsport providing bespoke workshops enabling students to enhance their job search, make effective applications and improving performance at assessments centres and graduate interviews.

The new Employer Team within Careers has enabled the planning and delivery of the very popular and successful Real Estate, Planning and Construction Fair in Headington and Engineering and Technology Fair in Wheatley, featuring a number of high profile employers.

This year Careers has also initiated both STEM and Creative Arts week offering a variety of workshops, activities and talks from employers on a diverse range of careers.

Marija actively welcomes dialogue with TDE staff to explore ways in which to further enhance the employability and successful graduate outcomes for all students.

FACULTY LINK

Marija Murthwaite
Careers Consultant
mmurtwaite@brookes.ac.uk
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
Support by Careers for research students and fixed-term research staff continues to be well used and highly rated by Brookes researchers and comprises:

- Access to all our one-to-one, information and central workshop support
- A Careers Training Programme of bespoke sessions for researchers covering a wide range of practical career-related topics, this year including re-vamped versions of the popular interactive Coaching and Life-Design workshops which help equip researchers with strategies for managing their own personal and professional development
- Input to Faculty DTP training programmes
- Contribution to cross-University researcher training events
- Input at research student and staff induction events

This year Jo worked closely with her university Researcher Development colleagues to co-organise and co-deliver a new biennial 2-day skills event, the Research Intensive Skills Event (RISE), featuring a range of interactive sessions focusing on skills such as networking, cross-disciplinary collaboration, social media and time management.

Jo welcomes approaches from Faculty Research colleagues to further explore how she can support careers information and training needs through the Faculty DTPs.

CONTACT

Dr Jo Moyle
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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.

We ran a pilot to compliment the OBU Graduate Internship Scheme, with the aim of making the scheme accessible to international undergraduate students. 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. 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

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CAREERS EVENTS 19/20

Jobshop Pop Up - Employers recruiting for part time roles on Mondays during Semester
Volunteer Wednesday - Community groups recruiting volunteers on Wednesdays during Semester

1ST OCTOBER
Part Time Jobs Fair

2ND OCTOBER
Volunteer Fair

10TH OCTOBER
Graduate Jobs Fair

14TH OCTOBER
Real Estate, Planning & Construction Fair

16TH OCTOBER
Placement Fair

24TH OCTOBER
Technology and Engineering Fair

19TH NOVEMBER
Law Fair

10TH FEBRUARY
Real Estate Internship Fair

19TH FEBRUARY
Hospitality Fair

5TH MARCH
Graduate Jobs & Placement Fair

10TH MARCH
Summer Jobs and Internships Fair