



NEWCASTLE UNIVERSITY
STUDENTS' UNION

ncl+ Advanced Award in Career Preparation
2020-21

Student Handbook

Welcome

The ncl+ Advanced Award in Career Preparation is a unique opportunity in which learners can examine their future and start to sculpt their choices in a mindful, practical way.

The award has been designed to help you practically assess your own skills, start to attend useful events and gather experiences and opportunities which will help you make decisions about your post-university life and what you intend to do next.

This handbook will guide you through the award and act as a useful reference point.

Please note: students are only eligible for *ncl+ advanced awards* if they have done or are doing the *ncl+ award*. If you have not taken the ncl+ award in previous years, you must take it this academic year to be eligible, so make sure you register before Christmas break, or you will not be able to complete the award.

What's involved?

You will attend two mandatory workshops which will stimulate self-evaluation, providing opportunities to start career planning and employability development.

In addition, you will be required to:

1. complete a short reflective journal, examining your own skills, experiences and career interests;
2. create an effective CV;
3. attend a number of employability/skills/careers events in tandem with this programme. You must attend at least two events of this nature to complete the Advanced Award, but we recommend attending between two and five to get a good feel for what is on offer and help your decision-making and skill development.

Programme aims and objectives

By successfully attending the workshops and completing the final submissions, you will have adequately addressed the following learning outcomes:

- Reflect on and review your skills, experiences and career plans so far;
- Understand your passions, values, strengths and areas for development in an employability context;

- Understand strength-based interview questions and be able to articulate your skills and experiences on a job application form/at interview;
- Understand more about how to approach the recruitment process under current (Covid-related) circumstances, and know how best to use the Uni Careers Service to your advantage;
- Have an up-to-date CV ready for use.

Required Submission

1. Reflective Journal

Complete a reflective journal across the course of the year, outlining your personal responses to the sessions (both Advanced Award workshops and Careers Service/other employability sessions you choose to attend), development of skills and gathering of experiences.

A log of the sessions you have attended should be provided within this.

Guideline word count: approximately 700 words (as a guide)

2. Up to date, functional CV

Create a CV for yourself (or update an existing one).

You may wish to use the Uni Careers Service CV Consultant service, or the information on their website.

Submission deadline: 4th April 2021

Submission details: via Canvas

Feedback date: by 30th April 2021

Workshops

Attendance at the following workshops is mandatory in order to pass the programme and gain the Advanced Award. As per university guidelines, they will take place online this year.

Workshop one: Wednesday 2nd December 2020, 12-1.30pm

- Making Careers Plans in Uncertain Times: what to do, what help is available, plus career development theory
- Q&A - Ask A Careers Consultant - bring questions with you!
- Discussion: skills gained, job descriptions
- Skills/experience match exercise

Workshop two: PROVISIONAL DATE –PENDING TIMETABLES

Wednesday 17th February 2021, 2-4pm

- Introducing the concept of personal brand, the 'verbal business card' and pitching yourself
- Knowing your strengths: self-awareness interactive activity
- Shared learning and action planning
- Submission instructions

Pre-Requisites/Pre-Reading

- Prepare a list of experiences you've had as part of your extra-curricular activities (this year and previously). This should be a list of the various experiences you've had and skills you think you have developed through your activities (as many as you like, but 5 minimum).
- Read the provided list of Careers Service and NUSU employability sessions, as you may want to book or pencil them into your calendar, and start attending. This can be done any time during this academic year, including before the workshops have started.

Before workshop1 -

1. Complete this exercise: <https://www.viacharacter.org/character-strengths-via> . Save your results so you can access them during the sessions and use to reflect upon.
2. Prepare some questions to pose at the Q&A session in December. Think about particular industries, careers, roles of interest, recruitment processes, timelines queries, rumours or myths you've heard, worries you have, etc.

Before workshop2 –

1. Undertake the following 'values assessment': <https://www.valuescentre.com/tools-assessments/pva/> . Save your results so you can access them during the session.

Additional details

Submissions received after deadline will not be considered. Extension to deadlines will only be considered in exceptional circumstances and are at the discretion of the Programme Leader.

You may find it useful to keep a log of hours and work done over the year as part of your extra-curricular activity, but this is not compulsory. It may come in useful for future preparation for interviews or other recruitment activity.

Key Contacts – Programme Leader

Jo Day – Employability & Skills Coordinator

Tel: 0191 239 3919

Email: employability.union@ncl.ac.uk

Appendix - Careers Events.

Here are some examples of Careers & Employability events on campus this academic year, at the time of print (many more will be added as term continues). You may come across others you can attend, and this list is by no means exhaustive, so please check the Careers Service website for more:

<https://www.ncl.ac.uk/careers/events/calendar/>

<https://www.ncl.ac.uk/careers/events/workshops/>

Remember, you can look to your school or other university departments for (extra-curricular) events they are planning, at Students' Union events, at external talks or webinars; anything that will contribute to your career planning, self-awareness journey or employability development.

You are required to attend and log between two and five Careers or Employability events in order to complete the Advanced Award in Career Preparation, and use these experiences to complete your reflective journal submission.

[Sample events \(more available!\):](#)

Northumbria Police - Walk in Our Boots - 3 Nov 3-4pm

- FinancialForce - A Day in the Life of a Graduate Software Engineer** - 3 Nov 3-4pm
- Sintons LLP - A Day in the Life of a Trainee Solicitor** – 3 Nov 4-5pm
- Working at Splunk (machine data)** - 4 Nov 10-11am
- Virtual Careers Festival 2020: LGBT+ in Engineering** - 4 Nov 10am-3pm
- Introduction to EY** - 4 Nov 10-11am
- Savills Graduate Careers Presentation** - 4 Nov 10-11am
- Eversheds Sutherland - Commercial Awareness Skills Session** – 4 Nov 11am-12pm
- Galbraith Rural Graduate Programme** – 4 Nov 11am-12pm.
- BAE Systems Drop In** - 4 Nov 12-1pm
- START UP Portfolio Careers** - Wed 4 Nov, 12.00-13.00
- Newcastle Building Society - A Day in the Life** - 4 Nov 12:00 - 13:00
- NCL Careers Webinar: Recruitment tests: How to succeed** - 4 November 12:00-12:30
- Netcompany - A Career in Technology Consulting** - 4 Nov 13:00 - 14:00
- NFU Mutual** - Graduate Scheme and Meet our Graduates - 4 Nov 13:00 - 14:00
- mkodo - Working with Innovation and Technology** in the Digital Entertainment Sector 4
Nov 14:00 - 15:00
- Chambers Student: How to Research Law Firms and Barristers' Chambers** -4 Nov 2-3pm
- The RAF – No Ordinary Job** - 4 November 2020, 14:00 - 15:00
- THG (The Hut Group)** - LinkedIn Workshop- 4 Nov 15:00 - 16:00
- Irwin Mitchell LLP: Q&A** with Early Careers & Trainees - 4 Nov 15:00 - 16:00
- Enterprise Rent-A-Car: A Day in the Life of a Graduate Management Trainee**
4 Nov 3-4pm
- BAE Systems - CV Writing Skills Session-** 4 November 2020, 16:00 - 17:00
- Hay & Kilner:** prepare for your training contract & work experience interviews
4 November 2020, 16:00 - 17:00
- BDO** - Company Overview and our Recruitment Process - 4 Nov 16:00 - 17:00

START UP Ideas - A group idea generation workshop for those who want to start a business.
Wed 4 Nov, 18.00-19.30

Virtual Careers Festival 2020: Disability in Engineering- 5 Nov 10:00-15:00

QA Consulting - Fuel Your Digital Career in 12 Weeks -5 Nov, 10:00 - 11:00

MSD - Corporate Presentation - 5 Nov 10:00 - 11:00

ITN - How to Get into TV: Increasing Diversity in the Television Industry - 5 Nov 10-11am

Employability & Placements at P&G - 5 Nov 11:00 - 12:00

MSD - 1-to-1 Recruitment Room: 5 November 2020, 11:00 - 12:00

Avanade - A Welcoming Workplace: Our Diverse World of Technology - 5 Nov 11- 12

NCL Careers Webinar: Covering letters - 5 Nov 12:00 – 12:30

PwC - Selection Process Skills Session - 5 Nov 12-1pm

Network Rail Drop in Recruitment Room – Graduate Scheme & Applications - 5 Nov 1-2pm

GE Aviation - Applications & Testing Employability whilst Supporting your Wellbeing During the Job Hunt - 5 Nov 13:00 - 14:00

National School of Healthcare Science - Healthcare Science and the Scientist Training Programme - 5 Nov 13:00 - 14:00

Barbri Drop In - Find out more about qualifying as a Solicitor or U.S. Attorney - 5 November 2020, 14:00 - 15:00

Mizuho Future Women Bankers- Graduate & Intern Networking Event - 5 Nov 2-5pm

SIRIUS Market Access - A Month in the Life of a Medical Writer and Life Science Research Analyst - 5 November 2020, 14:00 - 15:00

Cellnutrition - Benefits of working for an SME - 5 Nov 15:00 - 16:00

Ocado - Presentation and Q&A with Ocado Graduates - 5 Nov 15:00 - 16:00

ACIN - Insight & Opportunities into the Insurance Sector - 5 Nov 15:00 - 16:00

Hogan Lovells - Commercial Awareness Workshop - 5 Nov 16:00 - 17:00

Sky - Welcome to Sky and Early Careers - Thursday 5 November, 16:00-17:00

Osbit Ltd - A Day in the Life of an Osbit Engineer - 5 November 2020, 16:00 - 17:00

Virtual Careers Festival 2020: Neurodiversity in Engineering - 6 Nov 10:00-15:00

FDM - How to Upskill Yourself - 6 November 2020, 10:00 - 11:00

Addleshaw Goddard - A Day in the Life of a Trainee and a Guide to Virtual Assessments - 6 Nov 10:00 - 11:00

Wayfair - Fast Track to Interview Opportunity! 6 Nov 11:00 - 12:00

nucleargraduates – 2021 Programme Overview and Opportunities - Engineering/Power Station Graduate Opportunities - 6 Nov 11:00 - 12:00

Aldi - A Day in the Life of an Area Manager - 6 Nov 11:00 - 12:00

Savills (UK) Ltd - A Day in the Life of a Savills Graduate - 6 Nov 12:00 - 13:00

Civil Service - An Insight into the Civil Service Fast Stream - 6 Nov 12:00 - 13:00

Addleshaw Goddard LLP - Meet the Grad Team and Trainees: 1-to-1 Recruitment Room

6 Nov 12:00 - 13:00

Graduate Chartered Accountancy Training Scheme (The National Audit Office) 6 Nov 13:00 - 14:00

NCL Careers Webinar: Making career plans in uncertain times - 6 Nov 13:00-13:30

Cranswick plc - Kickstart your Career in the Food Industry - 6 November 13:00 - 14:00

FDM - 1-to-1 Recruitment Room Drop-In - 6 Nov 14:00 - 15:00

Department for Education - Get Into Teaching Virtual Pop-up - 6 Nov 14:00 - 15:00

Womble Bond Dickinson - A Day in the Life of a Trainee - 6 Nov 14:00 - 15:00

Hogan Lovells - A Day in the Life of a Lawyer - 6 Nov 15:00 - 16:00

Enigma Interactive - Drop-in Recruitment Room - 6 November 2020, 15:00 - 16:00

NCL Careers Webinar: Application forms: Tackling them effectively - 9 Nov 12:00-12:30

HMRC - Tax Specialist Programme 2021 - 9 Nov 13:15 - 14:00

BPP Regional Law Fair (Midlands, South West and East of England) - 9 Nov 15:00 – 19:00

NCL Careers Webinar: Don't know where to begin with your career? Five quick tips for getting started - 10 November 2020, 13:00-13:30

NCL Careers Webinar: Interviews: Preparing and succeeding - 11 Nov 12:00-12:30

Network Rail - How to Ace your Application and Assessment Centre - 11 Nov 12:30-13:30

BPP Regional Law Fair (North of England) - 11 Nov 3-7pm

START UP 101 Learn what an early-stage business needs to thrive - Wed 11 Nov, 18.00-19.00

BARBRI - Drop In - 12 Nov 13:00 - 14:00

NCL Careers Webinar: How to find a year-long placement - 12 Nov 13:00-14:00

BPP Regional Law fair (London and South) - 12 Nov, 15:00 – 19:00

Get Ready...to Graduate! PGT - Finalists! You've nearly finished your degree at Newcastle.

16-26 November 2020

Targetjobs events: Future Female Engineers - 16 Nov Time TBC

FDM - Strengths Based Interviews Workshop...and for finalists a Fast-Track Opportunity!

16 Nov 13:15 - 14:00

NCL Careers Webinar: How to succeed at Medicine and Dental School interview - 17 Nov 12:00-12:30

A Day in the Life at Newcastle Building Society - 17 Nov 13:00 - 14:00

NCL Careers Webinar: Further study: Five things you may need to know - 17 Nov 13:00-13:30

Mthree Webinar Series: Introduction to Tech in Finance - 17 Nov 18:00 – 19:30

China Career Gateway: Succeeding in the Chinese recruitment process - 18 Nov 9:00-10:00

NCL Careers Webinar: Assessment Centres: How to prepare for the big day. 18 Nov 12:00-12:30

NCL Careers Webinar: How to go about finding work experience for Medicine and Dentistry. 18 Nov 12:00-12:30

START UP Portfolio Careers: Explore what it means to split your time and skills between two or more jobs. Wed 18 Nov, 12.00-13.00

NCL Careers Webinar: Have a go at an assessment centre group activity - 18 Nov 14:00-15:00

NCL Careers Webinar: Techniques for your applications - 19 Nov 12:00-13:00

NCL Careers Webinar: Immigration routes into graduate employment (International students interested in working in the UK after graduation) - 19 Nov 13:00-14:30

1-1 Conversations with The Army: book a 10 minute slot for a 1-1 informal conversation with HR colleagues from The Army - 19 Nov 13:00-15:00

BPP National Pupillage Fair - 19 Nov 15:00 – 19:00

The Future Leaders Network Annual Conference - Virtual, 2-day summit designed to equip the next generation of leaders with the skills needed to succeed. 20 - 21 November 2020, 10:00-16:30

Targetjobs Events: IT's not just for the boys! - For female STEM students looking to forge a career in technology - 23 Nov 10:00 - 16:00

NCL Careers Webinar: How to gain experience during your studies - 24 Nov 12:00-12:30

Mthree Student Series - Coding for beginners - 24 Nov 18:00 – 19:30

Adjustments during the recruitment process: how to request support if you have a disability webinar - 25 Nov 12:00 – 13:00

START UP Ideas - Wed 25 Nov, 12.00-13.30

Enrichment Week – w/c November 16. Lots of activity planned by NUSU, the university and your individual schools, eg. Go Volunteer Opportunities Festival (see NUSU website for details).

NUSU Volunteering Fair and Student Volunteering Week - February