



NEWCASTLE UNIVERSITY
STUDENTS' UNION

ncl+ Advanced Award in Career Preparation
2021-22

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 and receive the certification. If you do not do this, regardless of how many sessions you attend, you will not 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. The workshops may be online or in person this year, as Covid conditions change and university/government guidelines are confirmed.

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, up-to-date 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. In 2021-22, many Careers Service events are likely to take place online, in Term 1 at least.

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 an 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 in future applications.

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: 3rd April 2022

Submission details: via Canvas

Feedback date: by 2nd May 2022

Workshops

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

Workshop one: date TBC (Weds afternoon in Term 1)

- 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: date TBC (Weds afternoon in Term 2)

- 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 workshop 1 -

1. Prepare some questions to pose at the Q&A session in Term 1. Think about particular industries, careers, roles of interest, recruitment processes, timelines queries, rumours or myths you've heard, worries you have, etc.

Before workshop 2 –

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. 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

Becky Hamer– Employability & Engagement 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 Careers Events:

The Careers Service moved many of their presentations online last year, and have made recordings of their most popular ones. These can be viewed here and used as some of your examples of events attended, due to their no longer having live versions:

<https://www.ncl.ac.uk/careers/events/career-planning/>

<https://www.ncl.ac.uk/careers/events/cvs-and-covering-letters/>

<https://www.ncl.ac.uk/careers/events/further-study/>

<https://www.ncl.ac.uk/careers/events/international-students/>

<https://www.ncl.ac.uk/careers/events/interviews-and-assessment-centres/>

And more available!

Sample External events (many more available!): all events online unless otherwise stated:

External Event: Gray's Inn University Advocacy Day

Are you considering a career as a barrister?

Date/Time: Sept-Oct 2021, dates and times TBC

External Event: Lloyds Banking Group Autumn Campaign: Live 1-1 Chats

A bespoke service where you can discover what a career with real impact at Lloyds Banking Group looks like first hand

Date/Time: Various dates in September & October, 11:00 - 13:00 & 14:00 - 16:00

External Event: Lloyds Banking Group Autumn Campaign: Employer Presentations

This dynamic setting has something for everyone no matter where their passion sits.

Date/Time: Every Thursday evening during September & October, 18:20 - 20:30

External Event: ipse: IR35: The new challenges and how to handle them

This webinar will cover some of the most common IR35 issues that have emerged for contractors this year, including guidance on how to handle them.

Date/Time: 14 September 2021, 12:30 - 13:30

[External Event: The Business Factory: Advertising on Facebook and Instagram: How to make it work](#)

There's so much to consider when deciding whether to pay for online advertising.

Date/Time: 14 September 2021, 13:00 - 16:00

[External Event: Supply Chain North East: Growth Mastery Sessions x 4](#)

Growth Mastery – an intensive group experience that has been created to help ambitious owner-managers

Date/Time: 14- 23 September 2021, 13:00 - 16:00

[External Event: RateMyPlacement Virtual Event Series: Inspirational Women in Financial Services](#)

Financial professionals will be instrumental in the recovery and rebuild post-pandemic.

Date/Time: 15 September 2021, 09:00 - 17:00

[External Event: RateMyPlacement: Inspirational Women in Financial Services Virtual Event](#)

Only 17% of roles in the financial services industry are populated by females. And that's got to change.

Date/Time: 15 September 2021, 12:00 - 18:00

[External Event: How to Secure a place on a Graduate Programme](#)

Thinking of applying to a graduate programme?

Date/Time: 15 September 2021, 18:00-19:15

- [External Event: Women in Innovation Webinar Series: Let's talk about...Making your own path](#)

Setting up a business is more than a change of job or career

Date/Time: 16 September 2021, 13:00 - 14:00

[External Events: ipse: Contractors survey: The trends to watch in 2022](#)

In this webinar, SJD Accountancy will share the results of their annual Contractor Attitude Survey and highlight the emerging trends to expect for the year ahead.

Date/Time: 21 September 2021, 12:30 - 13:15

[External Event: The Business Factory: Clients - Where are you?: Searching the socials for the right clients](#)

This workshop is ideal for any North Tyneside business at any time of their business journey.

Date/Time: 22 September 2021, 13:00 - 16:00

[External Event: Founder Institute: Online Startup Idea Fest: Build and Share Ideas with Potential Customers](#)

To form great startup ideas, it is absolutely critical to share your ideas and get feedback from people in your target market.

Date/Time: 22 September 2021, 18:00 - 19:30 GMT

[External Event: Innovation Super Network: North East: Accelerating Investment & Innovation Summit](#)

The online event is FREE to attend and is aimed at anyone with an interest in the innovation funding landscape, including Innovative SMEs seeking access to finance support.

Date/Time: 23 September 2021, 09:30 - 16:30

[External Event: China Career Gateway](#)

Large numbers of Chinese students are studying at UK universities, and in 2020 over 800,000 Chinese students returned to China after studying overseas. So how can you stand out from the competition?

Date/Time: 4 October 2021 - 5 November 2021

[External Event: HSW\(Hire STEM Women\) UK Wide Virtual Technology Event 2021](#)

Join Hire STEM Women at the largest virtual technology event in partnership with industry-leading employers.

Date/Time: 4 October 2021, 11:30 - 15:30

[External Event: RateMyPlacement Virtual Event series: STEM - 6 & 7 October](#)

Looking for a career where you can have a positive impact on the lives of others?

Date/Time: 6 & 7 October 2021, times TBC

[External Event: Equal Engineers Careers Fairs: Bristol Engineering & Technology Fair 2021](#)

Ever considered a career in engineering or technology once you finish university?

Date/Time: 06 October 2021, 12:00-15:30

Venue: We The Curious, One Millenium Square, Bristol

[External Event: Equal Engineers Careers Fairs: Manchester Engineering & Technology Fair 2021](#)

Ever considered a career in engineering or technology once you finish university?

Date/Time: 15 October 2021, 12:00-15:30

Venue: The Bridgewater Hall, Lower Mosley St, Manchester

[External Event: Equal Engineers Careers Fairs: Birmingham Engineering & Technology Fair 2021](#)

Ever considered a career in engineering or technology once you finish university?

Date/Time: 20 October 2021, 12:00 - 15:30

Venue: Millennium Point, Curzon Street, Birmingham, B4 7XG

[External Event: Freshfields Virtual Insight Event](#)

EmployAbility is delighted to be partnering with Freshfields to bring you an exciting virtual insight event.

Date/Time: 20 October 2021, 14:00-16:40

[External Event: Boyer Graduate Recruitment Day 2021](#)

Suitable for graduates available to start in Summer/Autumn 22

Date/Time: November 2021. Dates and Times TBC

[External Event: Equal Engineers: Virtual Careers Festival 2021 - Women in Engineering](#)

Ever considered a career in engineering or technology, as a graduate, career change or new job? Join virtually to learn about opportunities!

Date/Time: 1 November 2021, 10:00 - 13:00

[External Event: Equal Engineers: Virtual Careers Festival 2021 - Race & Ethnicity in Engineering](#)

Ever considered a career in engineering or technology, as a graduate, career change or new job? Join virtually to learn about opportunities!

Date/Time: 2 November 2021, 10:00 - 13:00

[External Event: RateMyPlacement Virtual Event series: Be Your Authentic Self at Work](#)

It's not uncommon for people to present a different version of themselves in the workplace. But fitting in should NEVER have to mean hiding your identity.

Date/Time: 3 November 2021, 09:00 - 17:00

[External Event: Equal Engineers Careers Fairs: London Engineering & Technology Fair 2021](#)

Ever considered a career in engineering or technology once you finish university?

Date/Time: 3 November 2021, 12:00 - 15:30

Venue: Conway Hall, 25 Red Lion Sq, Holborn, London, WC1R 4RL

[External Event: RateMyPlacement Virtual Event Series: "It's not who you know"](#)

This is your opportunity to connect with employers who are equally committed to helping you land the career you really want.

Date/Time: 10 November 2021, 09:00 - 17:00

[External Event: RateMyPlacement Virtual Event Series: Black Heritage in Business](#)

There is a shortage of black people represented in business. And RateMyPlacement want to help change that.

Date/Time: 17 November 2021, 09:00 - 17:00

[External Event: RateMyPlacement Virtual Event Series: Inspirational Women in STEM](#)

ONE MILLION women are making a real difference in their careers - and you could too!

Date/Time: 24 November 2021, 09:00 - 17:00

[External Event: LawCareersNetLIVE Manchester](#)

Join this event in Manchester to meet some of the most dynamic and interesting firms in the UK.

Date/Time: 26 November 2021, 09:15-16:30

Venue: 11 Portland Street, Manchester, M1 3HU

[External Event: LawCareersNetLIVE London](#)

Join this event in London to meet some of the most dynamic and interesting firms in the UK.

Date/Time: 03 December 2021, 09:15-16:30

Venue: County Hall, London, SE1 7PB

- [External Event: LawCareersNetLIVE Virtual](#)

Join this 2 day online event to meet some of the most dynamic and interesting firms in the UK.

Date/Time: 07-08 December 2021, 13:30-17:00