

Level 3 - Employability: A Quick Guide for Personal Tutors

This 'at a glance guide' has been designed to provide Personal Tutors with the key information needed to support and signpost their tutees to relevant career planning support to enhance their employability.

The 'Quick Guide' is not meant to be prescriptive; it is designed to provide a source of information on the topic of employability along with a series of prompts which might be useful when interacting with your tutees.

For students to be ready to enter the current competitive graduate recruitment market your tutees should have already started to think about their skills development, career planning or postgraduate study options. To enhance their employability in third year encourage your tutees to attend careers fairs, register for email vacancy alerts through the Careers Service, (highly recommended!) and take part in employer networking opportunities. Students are also encouraged to make appointments to help them start their career planning or to discuss their career options with the designated Careers Adviser for their degree subject.

At this stage, students also should start to think what appears or could appear on their [Enhanced Transcript](#). The transcript records students' courses and grades as well as co-curricular activities. It has impact on students' employability as it functions as evidence for recruiters and helps students to identify and make the most of their skills.

What is employability?

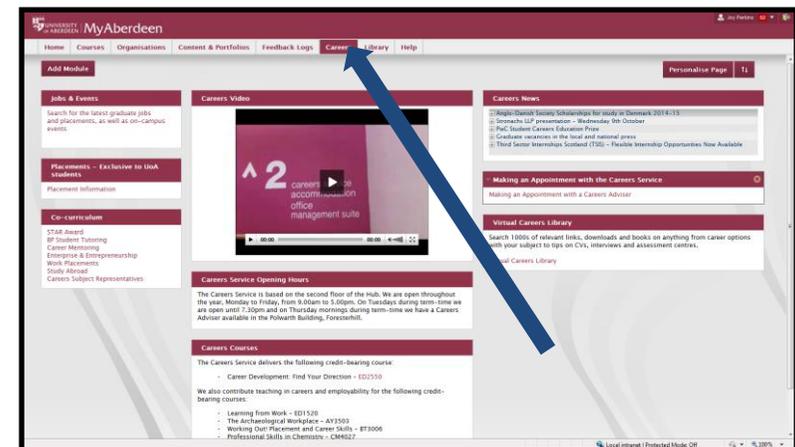
The University uses the term 'employability' to describe the set of skills and attributes that make graduates likely to gain employment and be successful on their chosen career path.

How do your tutees access support for their employability and career planning?

The Careers Service provides information, advice and guidance to support students with career decisions and career planning. The Service is located on the 2nd Floor of the Hub, and is available to all students at the University of Aberdeen and this is also extended to recent graduates and alumni. The Careers Service provision includes:

- **One-to-One Careers Guidance:** including 15 minute discussions with the Duty Adviser ([bookable online from the day before](#)) and 30 minute careers guidance appointments. During term-time there are extended opening hours on Tuesdays with appointments available until 7.30pm. In addition, on Thursday mornings during term-time there are 30 minute appointments available at Foresterhill. Students should visit the [About Us](#) section of the Careers Service website for full details.
- **Work Placements:** There is a dedicated [Work Placement Team](#) that sources local and national paid internships, summer placements, year-long placements and co-ordinates the Aberdeen Internship Programme.
- **Vacancies:** The Careers Service participates in a shared vacancy service with most other HE institutions in Scotland. This service ensures students have access to a wide range of vacancies (internships, placements and graduate positions). In the first instance students need to visit the [jobs & events service](#) and follow the short registration process. Registration will allow students to receive regular email alerts of opportunities relevant to them. The Service advertises approximately 5,000 vacancies each academic year. Additional information and advice on [finding graduate employment](#) is also available.
- **Employer Presentations:** A wide range of organisations visit campus throughout the academic year. Students can sign-up for these events through the [jobs & events service](#).
- **Self-employment Advice:** A range of support is available to students who are interested in [starting their own business](#), in conjunction with organisations such as the Scottish Institute for Enterprise and Business Gateway.
- **Further Study and Funding Advice:** [Support and information](#) for making applications to taught and research postgraduate courses and other further study options.
- **Recruitment/Employer Fairs:** These are held annually and include the Law Fair, the Engineering and Technology Fair and the North of Scotland Graduate Recruitment Fair.
- **Making Effective Applications:** Support regarding [CV writing](#), [covering letters](#), [preparing for interviews](#), free online [psychometric tests](#) and [assessment centres](#).
- **Virtual Careers Adviser Service:** This service offers [online CV and application form checks](#), [career planning advice and online career discussions](#).
- **Information:** The Careers Service has a well-stocked library within its open plan area on the 2nd Floor of the Hub. Students can find information on occupations, further study, work experience and making effective job applications. This is complemented by comprehensive [online resources](#) including researching [career options and ideas](#), [statistics on graduate first destinations](#) and [current labour market trends](#).

The simplest way for your tutees to keep up-to-date with Careers Service events, news, competitions and much more is via the [MyAberdeen careers tab](#).



Level 3 Personal Tutor Meeting: Employability

March

Suggested meeting agenda

- Encourage students to use the employability timeline resource (available via the online site ACHIEVE) to map their engagement with career and personal development opportunities.
- Encourage students to explore their career ideas by undertaking some work experience. Experiences from university, co-curricular activities or a part-time job can often help inform decisions about their future.
- Remind students of the importance of starting their career planning early. If your tutees are keen to generate some careers ideas. [Prospects Planner](#), an online career planning tool will help your tutees start thinking about options. Students need to register with an email address, registration is free. Encourage students to discuss their results with a Careers Adviser.
- Remind students about the importance of participating in employability events (e.g. careers fairs, employer workshops etc) offered centrally through the Careers Service as well as those offered through their academic School(s) or taught courses.

Suggested questions to use at your meeting:

- How have you made use of the Careers Service this year?
- What careers or postgraduate options interest you? What do you know about the careers or postgraduate options that interest you? What ways can the Careers Service help with your career planning?
- How can you complete your CV to enhance your employment or further study prospects? Who can help you with this?
- What are your plans for the upcoming summer vacation? Have you managed to secure a work placement, internship or some form of work experience?