





Content

Start From Day One	2
Employability and Graduate Development	4
Work Experience, Placements and Internships	6
Leadership and Entrepreneurship	7
Study and Work Abroad	7
Personal Development and Skills Events	8
Volunteering and Societies	9
Professional Placements for Graduates	10
Working Whilst Studying	11
Organisations on Campus in 2010/11	12
Quick Links for More Information	13

Although this booklet describes employability activities available to students studying in both Exeter and Cornwall, please note that not all activities and services are offered in both locations. Information about the relevant campus location is included in the descriptions of individual activities and services.

Introduction

A wealth of opportunities to add value to your CV

Evidence shows that gaining a good degree from a good university is the minimum that employers are looking for in today's competitive graduate job market. You need to be able to demonstrate through your CV how your degree and associated skills and experience equip you for the world of work or further study.

In addition to a good degree from a top university, the University of Exeter will offer you an exceptionally wide range of opportunities to gain the graduate-level skills, experience and expertise employers are looking for.

From work placements supported by dedicated Employability Officers in our Colleges, CV and interview training for all students, and the UK's largest volunteering programme to a world-wide network of study abroad opportunities, an Exeter degree offers an 'experience for life'.

Our Exeter Award is your chance to get recognition from the University for your extra-curricular activities, skills and personal development, and for you to learn how to use those experiences more effectively to market yourself to employers. The Exeter Leaders Award is for students who want to take their development one step further and can demonstrate leadership or an outstanding achievement.

Whatever your aims and aspirations and whatever your subject of study, at the University of Exeter you will find a wealth of opportunities open to you to develop professionally and personally.



"Exeter offers fantastic opportunities for you to really make the most of your time here and increase your employability through work experience, student business projects and more volunteering opportunities than any other university. Taking advantage of these can really help you to stand out from the crowd when you graduate and compete successfully in the job market."

Floella Benjamin, Chancellor of the University of Exeter

Start From Day One

Increase your employability – do more, go further!

From day one at university you can develop skills which will help you not only in your academic studies but also in a variety of future personal and professional situations. You'll have the opportunity to participate in skills and training sessions, get work experience and do voluntary work. We will also help you get the most out of these experiences so that you are in the best possible position to get the job you deserve when you graduate. What's more, we ensure that you get key career advice at different stages in your degree with central workshops built into your academic programme, ensuring that you are doing the right things, at the right time.

The Career Zone

In 2012 Employability and Graduate Development will be relocating to the Forum, a purpose built space utilising the latest technologies and systems to help us deliver the very best service to our students and graduates.

This new Career Zone will operate as the central point for all careers-related activities, including Careers Consultant appointments and will enable you to access all careers related information.

The Career Zone has seven areas designed to focus on individual themes:

◆ Career Zone Enquires

The Information Team will answer your initial questions, check CV's and application forms, introduce you to each of the zones and enable you to make the most of the information available to you.

"Employability skills are vital in helping you secure a graduate job. By attending employability sessions you'll have the opportunity to learn the skills that employers look for and be able to get a head start in your chosen career."

Graduate Recruitment Manager,
PricewaterhouseCoopers

◆ Career Options

Graduate jobs, placements and opportunities will be advertised here. You'll be able to spend time with staff looking through options and finding out information on different sectors, companies and jobs.

◆ Global Opportunities

You can explore work placements and vacancies abroad and discuss options with the international work placement members of staff.

◆ Employer Zone

Employers will use this space to spend a day or a week advertising their opportunities. They may see students on a 1:1 basis or meet groups of students to answer questions and present information.

◆ Community and Volunteering

This zone will promote opportunities with the Students' Guild such as course reps or volunteering for Community Action. The Guild will use this space to help you with signing up and finding out more about getting involved.

◆ Work Experience and Jobs

All work experience opportunities will be advertised here with members of staff to help you find the information and apply. This will include opportunities such as internships, placements, vacation, temporary and part time work.

◆ Enterprise and Self-Employment

Businesses will be visiting this area to advise students on setting up their own business and acquiring enterprise skills for all career paths. You'll be also able to get information on becoming self-employed here.

The Exeter Award



The Exeter Award is an achievement award that is designed to enhance your employability by providing official recognition and evidence of extra-curricular activities

and achievements that you undertake while at Exeter. These include: attendance at Employability and Graduate Development service events and other employability skills sessions, participation in sporting and musical activities, engagement in work experience and voluntary work opportunities run by the Students' Guild and others.

When you graduate, you will be in the company of over 300,000 others in the UK who will also be looking for their ideal graduate role. Employers are looking for candidates who stand out from the crowd and who have developed their skills, abilities and ambitions – a degree is no longer enough to get you the job you want. The Exeter Award will give you the confidence to stand out and shout about the other experiences you have had at university.

Find out more at:

www.exeter.ac.uk/exeteraward

Exeter Leaders Award



Once you have completed The Exeter Award, you can progress on to the Exeter Leaders Award. The Exeter Leaders Award focuses on leadership

and achievement and participants must demonstrate their leadership skills over a prolonged period of time or as part of an outstanding achievement, and complete five additional elements.

Find our more at:

www.exeter.ac.uk/exeterleadersaward

'I would recommend this award to anyone. Aside from The Exeter Award itself, you end up with valuable experiences, whether from volunteering or from a session on giving presentations, that can be taken away and put into practice later in life.'

Philosophy and Politics student



Employability and Graduate Development

Our careers staff have a wealth of expertise and will be able to help you plan your future irrespective of whether you are firmly committed to a particular career or are completely undecided about which path to follow.

Employability and Graduate Development (EGD) runs a comprehensive programme of events, including careers fairs, individual guidance interviews, employer presentations, skills events, enterprise sessions, sector focused training days and guidance on preparing your CV and making applications.

There are general events and fairs covering specialist areas such as Law as well as a 'Virtual Careers Fair' which gives you access to a wider range of graduate opportunities online. Widen Your Options fortnight gives students information on career opportunities such as the voluntary and not-for-profit sector, retail and self-employment. Mock interviews are also held throughout the year, many with employers. These activities will help you to be a more successful student as well as preparing you to compete in the jobs market.

If you're based at our Cornwall Campus you'll have access to a dedicated and well-equipped information room including a comprehensive careers library and computer suite with dedicated careers software and a dedicated team of University of Exeter careers

professionals meeting your needs. You can attend skills sessions and a variety of careers events and fairs. In addition, many sessions are video-linked between the campuses. Students based at the Cornwall Campus can also access the services of EGD held in Exeter and attend careers fairs with transport often provided. There is an annual careers fair held at the Cornwall Campus in November which attracts a mixture of household names such as Ginsters and the BBC alongside regional and local companies.

eX-factor – Exeter's employability and personal development programme

A two-day programme for first year students, the eX-factor is designed to develop your personal competencies and the core behavioural skills that are essential for effective learning, work experience and graduate employment (including self-employment). Endorsed by employers from all sectors, it is an interactive programme and students regard the experience as being extremely rewarding. The majority of degree programmes include this as a compulsory element. The eX-factor is run at our campuses in Exeter and at our Cornwall Campus.

One-hour career planning workshops

These one-hour workshops are delivered to all undergraduates in each year of study. The sessions deliver the essential messages and information that you need to know in order to progress your career plans for securing graduate-level employment or further study upon graduation. Attendance is mandatory.



Personal Development Planning

Personal Development Planning (PDP) is a structured process of reflecting on your progress and achievements and planning for your skills development and employability. PDP is useful preparation for writing CVs and for future workplace practices such as professional development reviews. Records of your personal development can be kept using the University's 'ePDP' resource, and it's important to keep these up-to-date as they may be used by your tutors to write references for you after you've graduated.

For further details, please see www.exeter.ac.uk/epdp





Work Experience, Placements and Internships

Employers value work experience, whether it's a work placement, vacation work, university internship, summer internship, short-term project work or casual work. Structured placements and internships will help you to develop business acumen and may also help you develop specific skills that will be useful in your chosen career.

Exeter offers excellent opportunities to gain real business experience both during your time at university and soon after graduating. Even if your degree doesn't include a placement or internship as a core element of the programme, there are many opportunities to get real work experience.

For more information and case studies visit: www.exeter.ac.uk/employability/workexperience

Student Campus Partnerships

As one of Europe's fastest growing companies, the University of Exeter has the potential to offer paid internships on campus. Internships are available from four to 52 weeks and can range from a minimum of seven hours to 15 hours per week during term time and up to 36 hours during vacations.

From short-term business and administrative support, through to long-term project management and subject specialist roles, the Student Campus Partnership can provide first year undergraduates through to postgraduates valuable work experience essential for the future.

Student Business Partnerships

The University of Exeter manages off-campus paid internships during Easter, summer and Christmas vacation periods. The University works with a wide range of external employers from large organisations such as councils, NHS and utility companies, to small and medium sized companies. Each year we place ambitious students within these organisations to complete a specific project, for up to 12 weeks.

Student Business Partnerships can provide fantastic experience in a role or industry that puts your studies into practice whilst offering a valuable networking opportunity for your future career.

You can view current internships at www.exeter.ac.uk/employability/workexperience/sbp

Exeter Student Ambassadors

Ambassadors give potential university applicants a student's view of university life. They work with students in schools and colleges in Devon and Cornwall who would not normally consider going to university to help them gain confidence and motivation and raise their aspirations to undertake higher education. Ambassadors are paid an hourly rate for their participation in a variety of activities. This scheme is open to students studying at both Exeter and Cornwall campuses. www.exeter.ac.uk/esas

Leadership and Entrepreneurship

Leadership and business

Regardless of your chosen career, recruiters are increasingly demanding business awareness, leadership and team skills in their applicants and your accumulated experience at the University should reflect this. In most of our Colleges you are able to take elective modules from outside your home College and this means that you can get ahead of the competition by choosing business and leadership credit-bearing modules, run by the Business School, to complement or supplement your experience at Exeter. None of the modules have pre-requisites, and they are all available to non-Business School students. Modules include Introduction to Leadership, Leadership and Teams, Leadership in Action, Could you be

an Entrepreneur?, Managing the Tourism Environment, and Business Awareness: Theory and Practice.

Skills for self-employment

About two per cent of UK graduates decide to become their own boss after graduating. Starting your own business can be highly rewarding but requires considerable resource, initiative and hard work. We run a series of skills sessions that are designed to support students with entrepreneurial talent but which are equally beneficial to students who do not wish to run their own business.

Find out more at www.exeter.ac.uk/employability/enterprise

Study and Work Abroad

Taking part in a Study Abroad programme as part of your degree is an ideal way to improve your CV, develop skills sought by employers, make new friends and travel. The University of Exeter has over 200 partner universities worldwide where you can study. Alternatively,

you can complete a work placement in Europe where students have worked in the media, tourism, charity and legal sectors. For more information on your options and funding please go to www.exeter.ac.uk/international/study/erasmus

"In my third year at Exeter I participated in the Erasmus Work Placement scheme. My first placement was in Italy in Armani Junior's product development department and the second was in Brussels in Nike's Government Affairs Office. I found both of the placements through the University but was required to apply for them as you would for any job; I submitted my CV and attended interviews – this process was demanding but built my confidence. I am proud that I took on the challenge and feel that my employability skills improved immensely, not to mention the progress I made with my languages. I feel more comfortable than ever before with the challenges of my degree because of how my organisational skills have improved and the amount of experience I have behind me makes me feel relatively calm in the face of job hunting."

Laura Webb
BA French and Italian Graduate



Personal Development and Skills Events

As well as careers skills such as compiling CVs and interview techniques, the University provides excellent training in areas ranging from problem solving to running events, assertiveness to chairing a meeting; you will gain everything you need for a great start not only in your University career but also for your working life.

- Planning your CV
- Preparing for an Assessment Centre
- Presentation Skills
- Problem Solving
- Project Management
- Team Development
- Time and Stress Management
- Understanding Psychometric Testing
- XING Business Game

*Skills training offered in 2011 includes**

- Assertiveness
- British Sign Language
- Choosing Postgraduate Study
- Commercial Awareness
- Communication and Listening Skills
- Corporate Social Responsibility
- Effective Application Forms
- Finding an Internship or Work Experience
- First Aid
- Interview techniques
- Leadership
- Negotiation Skills

**the specific training sessions available at the Exeter and Cornwall campuses will vary from year to year.*

'Attending the Presentation Skills workshop was a great benefit as it introduced me to novel approaches for presenting material to make it as informative and interesting as possible for the audience.'

Second year Biological Sciences student



Volunteering and Societies



Volunteering

At Exeter we are proud of our wide range of volunteering activities. Exeter's Community Action (CA) boasts the highest number of student-led volunteering projects in the country. More than 500 students take part in student-led projects and 100-plus community partnerships. For many careers, volunteering or extra-curricular activities are a prerequisite. Experience in areas such as journalism, peer management, childcare, teaching and event management can easily be obtained through student activities.

Community Action offers opportunities to volunteer in the local community or through student-led projects at the University.

RAG ('Raising and Giving') offers a different kind of volunteering opportunity, based around raising as much money as possible for local and national charities.

Sports Volunteering Scheme offers students the chance to go out into the local community and coach on a voluntary basis in Exeter secondary schools in their chosen sport.

Details about a wide range of voluntary work opportunities available can be found at www.exeter.ac.uk/employability/volunteering

Societies and student media

There are over 150 clubs and societies at the University of Exeter. Joining a society is great fun and students who volunteer with societies take their commitment one step further and volunteer their time to develop and run societies on behalf of others.

The Students' Guild Societies Association in Exeter and FXU in Cornwall support these volunteers with training in running events, managing their budgets and risk assessment. With such a wide range of opportunities, students can decide the level of commitment they wish to give and choose an opportunity that suits their timetable, social life, skills and career goals. FXU and the Students' Guild aim to cater for all students and will work with you to develop a project or opportunity if one does not exist.

Our award-winning student media (X-Media) gives you the opportunity gain valuable media, creative writing and communications experience by working on the student newspaper, TV, radio or website either on the technical side, news-gathering, story writing or presenting.

For more information visit: www.exeterguild.org or www.fxu.org.uk

"The skills I've learnt through volunteering are going to be invaluable to me when I graduate and through developing these I've now been given the opportunity to represent volunteering nationally by being on the Student Volunteering England Conference Team. All of the volunteering I've done has been incredibly rewarding and the memories and friendships I've made will stay with me forever."

Jess Standen MMath Mathematics





Officer Training Corps

Exeter University Officers Training Corps (EUOTC) is sponsored by the Army and selects 100 undergraduates each year. The main purpose is to develop leadership potential for either those destined for the Armed Forces or a civilian career. There is no obligation to join the Armed Forces after graduation and you will enjoy sports, adventure training and develop your leadership skills. The University of Exeter Business School has a module called 'Decisions and Leadership' which can only be taken by students joining the EUOTC.

For more information go to www.army.mod.uk/UOTC/5681.aspx or phone 01392 492516.

"Joining X-Media has been invaluable for me, both personally and professionally. The chance to regularly work within student media has opened up so many doors. It has reinforced my determination to pursue a career in journalism and I've met some fantastic people through it. Having experience working with X-Media on my CV has also helped to secure some great work placements at organisations such as the BBC."

Julia Leonard
X-Media Site Manager

Working whilst Studying

Employability and Graduate Development also offer specific help to students in finding part-time, term-time work and holiday work, either to help you make ends meet whilst you're studying or to complement a future area of study or career.

Students at the Cornwall Campus can take advantage of the plentiful part-time work opportunities available in and around Falmouth, mainly in retail and tourism. Vacancies are advertised by the Careers Service in Cornwall and via www.gradsouthwest.com



Career Mentor Scheme

The Career Mentor Scheme aims to match students to professional mentors who can provide guidance, insight, contacts and support the development of their career paths for 12 months.

The mentors we have include successful alumni of the University, local business people and senior professionals with links to the University.

Go to www.exeter.ac.uk/employability/mentorscheme for more details.

"KTP has allowed me to fast track my career, balance academic research with application to the business world and gain strong personal and professional skills. Through KTP I have had complete ownership of a high impact, strategic project, an opportunity that would never have presented itself in a normal job."

KTP Associate Laura Smith



Professional Placements for Graduates

Graduate Business Partnerships

The University of Exeter manages paid internships for graduates, placing them with host organisations to work on real business projects which could cover marketing, engineering environmental issues, IT, market research, business planning and accountancy to name a few.

Internships are available throughout the year and can range from eight weeks to a full year's placement. Graduates are often retained by their host organisations, either on a permanent or extended contract. We therefore particularly encourage students in their final year to register in preparation of their graduate status. You can view current projects at www.exeter.ac.uk/employability/graduates/internships

KTP (Knowledge Transfer Partnerships)

A Knowledge Transfer Partnership is a three-way project between a graduate, an organisation and a university. Graduates are recruited to manage strategic projects lasting between one and three years within a company with the support of an academic supervisor. You are paid a salary (c. £20k) and given structured training and mentoring support. KTP projects often lead to an offer of a permanent post with the company.

If you are an ambitious undergraduate aiming to get good degree who wants to develop an influential career in UK business you could become a KTP Associate on graduation, log onto www.ktponline.org.uk



Organisations on Campus in 2010-11

- ◆ Accenture
- ◆ Allen and Overy
- ◆ Apple
- ◆ Ashurst LLP
- ◆ Barclays
- ◆ Bond Pearce
- ◆ Bright Futures
- ◆ BUNAC
- ◆ CCUSA
- ◆ Chatteris Educational Foundation
- ◆ CMS Cameron McKenna
- ◆ College of Law (LPC)
- ◆ Deloitte
- ◆ DISCO International
- ◆ Environment Agency
- ◆ Fulbright Commission
- ◆ Ginsters
- ◆ Glaxosmithkline
- ◆ IBM
- ◆ JET
- ◆ JP Morgan
- ◆ Kent County Council
- ◆ KPMG
- ◆ Linklaters
- ◆ Lloyds Banking Group
- ◆ Met Office
- ◆ Michelmores
- ◆ Nabarro
- ◆ News Associates
- ◆ Norton Rose
- ◆ PricewaterhouseCoopers LLP
- ◆ Procter & Gamble
- ◆ Royal Bank of Scotland
- ◆ RWE nPower
- ◆ Teach First
- ◆ Teaching and Development Agency

Quick Links

Employability and Graduate Development:

www.exeter.ac.uk/employability

Careers Service in Cornwall:

www.careers.falmouth.ac.uk

The Exeter Award:

www.exeter.ac.uk/exeteraward

Exeter Leaders Award:

www.exeter.ac.uk/exeterleadersaward

Work Placements and Business Projects:

www.exeter.ac.uk/employability/workexperience

Study and Work Abroad:

www.exeter.ac.uk/international/abroad/erasmus

Volunteering and Societies:

www.exeterguild.org and www.fxu.org.uk





This document forms part of the University's undergraduate prospectus. Every effort has been made to ensure that the information contained in the prospectus is correct at the time of going to print. The University will endeavour to deliver programmes and other services in accordance with the descriptions provided on the website and in this prospectus. The University reserves the right to make variations to programme content, entry requirements and methods of delivery and to discontinue, merge or combine programmes, both before and after a student's admission to the University. Full terms and conditions can be found at www.exeter.ac.uk/undergraduate/applications/disclaimer