



Final Year Linguistics Students

**Your degree at
Lancaster**

What next?

*Elaine Davies
Centre for Employability
Enterprise & Careers*





Your degree what next?

- What are your options?
- How to find a graduate job or course
- The application Process
- How CEEC can help
- Key events this term



What next?



Options:

- Look for a job
- Think about postgraduate study
- Travel/Gap Year



Find a job

You should:

- Sign up for CEEC4jobs - www.jobs.lancs.ac.uk
- Look at vacancies on graduate websites eg. Prospects, Hobsons
- Research company information on the web
- Call at CEEC for support with making applications



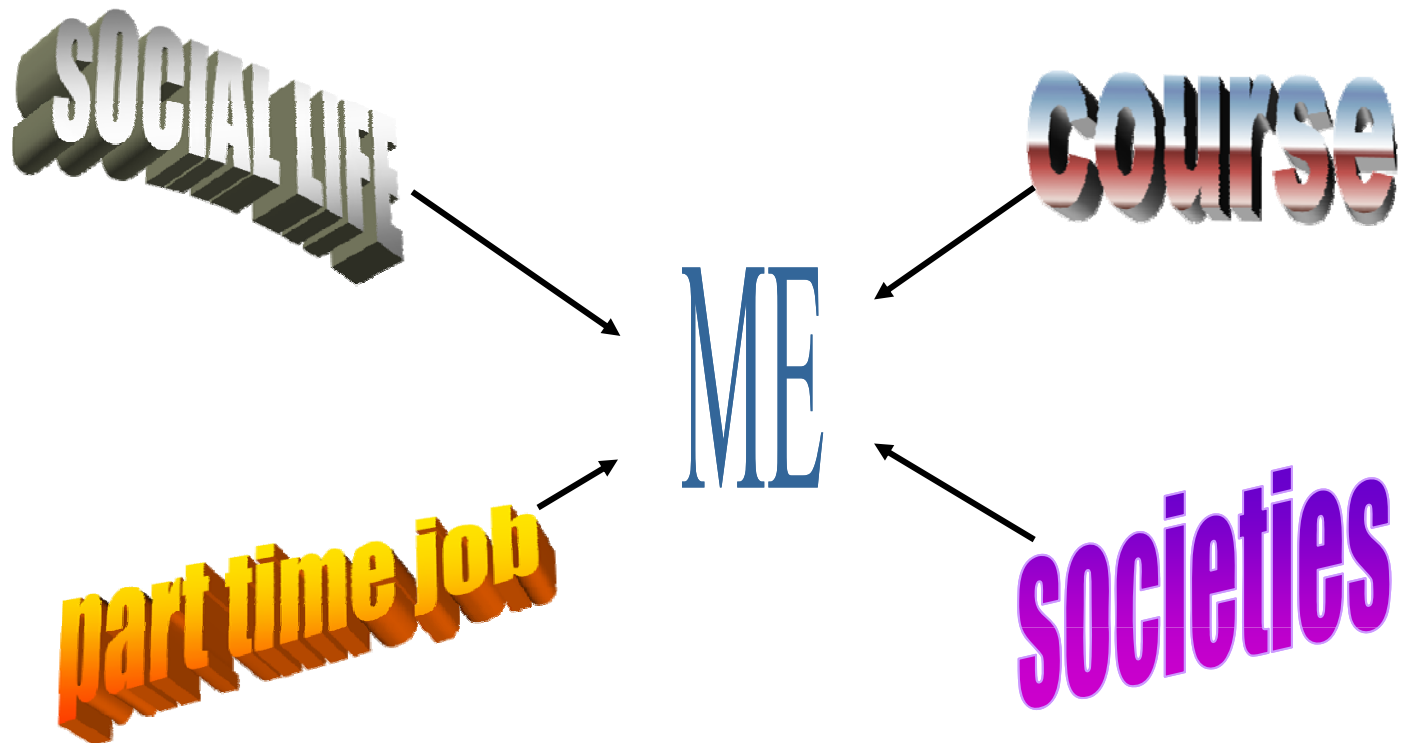
Competence-based application forms

Majority of application forms are on line and these competency based forms are used by organisations, to ensure that:

- they recruit candidates with *appropriate behaviours & skills* for their organisation, which also means they are likely to succeed in the jobs to which they are recruited
- recruitment decisions, made *independently* by different assessors, are *consistent*
- recruitment is *objective*, rather than subjective



The Skills Mix





The Keys to Employability

- Communication skills
- Computer Literacy
- Interpersonal skills
- Cultural sensitivity
- Customer focused
- Decision making
- Enterprising
- Entrepreneurship
- Flexibility
- Initiative
- Commercial awareness
- Leadership
- Numeracy
- Planning
- Problem solving and analytical skills
- Responsibility
- Self awareness
- Teamwork
- Networking



Skills you have gained from studying your degree

- **Researching**
- **Sifting, selecting relevant material**
- **Seeing the wood for the trees**
- **Analysing**
- **Logical thinking**
- **Synthesising material**
- **Formulating, arguing, presenting a case, in writing and orally**
- **Critical evaluation**
- **Self organisation**
- **Absorbing and retaining information**
- **Producing to deadlines**
- **Initiative, autonomy, independence (working alone)**
- **Creativity, independent-mindedness**
- **Flexibility (various approaches and aspects to a topic)**
- **Originality, opinion**



Linguistics Skills

A first degree in Linguistics and English Language provides strong transferable skills including:

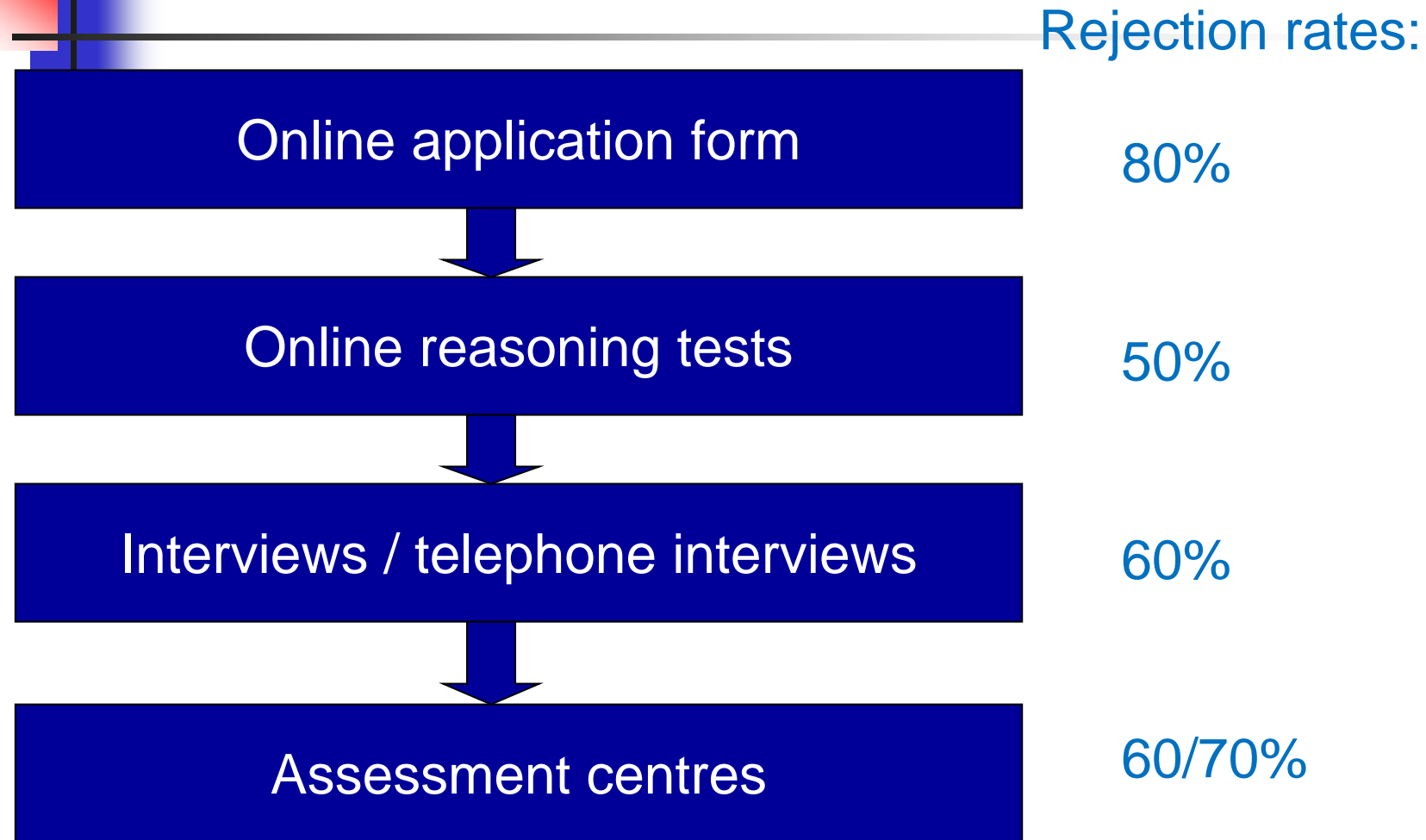
- oral and written communication
- critical reading
- analysis and debate
- ability to learn new skills
- retrieving and mastering a complex body of information
- time and project management
- numeracy
- IT
- problem solving
- logical thought
- attention to detail
- presentation skills
- research skills
- ethics
- tolerance and interpersonal skills



Getting started

- **Begin career search NOW**
- **Generate career ideas**
- **Read job descriptions**
- **Gain relevant work experience/work shadowing**
- **Find job vacancies**
- **Find out what employers want**
- **Learn self presentation techniques**
- **Be flexible**
- **Support available in CEEC**

Selection process: why preparation is so important





How CEEC can help

- Sessions on where to start, CVs, application forms, interview skills, psychometric tests, assessment centres, building self confidence, teacher training, postgraduate study, work experience, graduate jobs in the NW and job search.
- One to one discussions with a Careers Adviser
- Comprehensive information on the whole career planning process including take away directories and reference material



Not Yet Decided...

- Lost
- Prospects Planner
- Your Degree in..... files



Career Opportunities Fair

4th November 2009

Creative Media Public and Voluntary
Sector

and

Business, Finance, Science and
Engineering

Not to be missed!



Travelling

- Lots of information about overseas opportunities and closing dates in CEEC and at the Careers Fair 4th November.
- If you want a 'graduate job' at the end of your 'Year Out' then you need to apply before the Christmas of your Year Out.
- See a Careers Adviser for help with this 2 year plan.



Postgraduate Study

- Postgraduate Directories
- Prospectuses via prospects.ac.uk
- Award files and FUNDERFINDER



Applying for postgraduate study

It could:

Provide an essential qualification
Develop new skills
Provide work experience and contacts

But:

- it's expensive and funding can be difficult to obtain
- there is a lot of competition for some postgraduate courses

You should:

- consider the types of courses that would fit in with your career plan and check out your thoughts with a careers adviser
- visit Prospects web and other websites to see where courses are offered
- research career options following the course
- plan how to fund the course



New!!

The Lancaster Award



The Lancaster Award

The Lancaster Award recognises the extra-curricular achievements of students and can be taken alongside the degree programme. To achieve the Award students will undertake activities in four areas:

- Employability/career development
- Campus, community and social development
- Work experience
- Additional skills

We want our students to recognise all the valuable skills they have gained at university, both academic and non-academic. By learning to articulate these skills in a meaningful way, students will be helped when they come to preparing job applications.

Major graduate employers have also endorsed the Lancaster Award

HSBC 'The Lancaster Award helps students demonstrate that they have developed and possess the skills that are invaluable to HSBC and graduate employers in all sectors'.





Interested in the Lancaster Award?

- If you have already completed lots of extra curricular activities, **including a 2 day CEEC Insight course** then it should be relatively straight forward to apply for the Award
- If you have not built up the evidence so far it could be quite time consuming, during final year, to start working for the Award
- If in doubt, call into CEEC and talk to a Careers Adviser, or, attend a Lancaster Award Introductory Workshop – places can be booked on the CEEC web site



Next steps

- Start applying for jobs and courses – some closing dates are very early
- Enrol on CEEC4JOBS – <http://www.jobs.lancs.ac.uk>
- Use other vacancy lists eg prospects, g.e.t. etc.
- Collect reference materials, books, employer directories
- Call into CEEC regularly to make sure you have all the information and advice you need