

Support for Graduates in the East of England: Summer 2011

Introduction

If you've recently graduated, and are either job searching or re-thinking your career options in the current recession, this document is intended to help signpost you to some useful links. We've tried to make it easy to search, with up to date information for a range of support programmes and projects funded by the public sector to give you the help you need to get the job you want.

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1. East of England Initiatives for Graduates

GradsEast – If you have attended university in the East of England and have decided you would like to stay in the area, GradsEast is a recruitment service for graduate and employers based purely in the East of England. Whether you are looking for a job, internship or work experience, GradsEast will find an appropriate role for you. It is run by the university careers service and covers the East of England region, Cambridgeshire, Bedfordshire, Suffolk, Norfolk, Essex, and Hertfordshire. Graduates can search for vacancies by simply uploading their CV and selecting the areas that are of interest, this can be by region, category or type. For more information visit the website:

<http://www.gradseast.co.uk>

Grads Norfolk - is a project to support graduates and employers make the most of skills learned at university. It provides an advertisement site for employers to target graduates who would like to work in Norfolk but may have studied elsewhere. Grads Norfolk works with recent graduates to secure

graduate-level employment, paid internships, develop employability skills and make decisions about their career choices. GradsNorfolk also works closely with employers and brings graduates and employers together for information and networking events. For more information and contact details visit the website:

<http://www.gradsnorfolk.org.uk/news.php>

2. National Initiatives for Graduates

Graduate Talent Pool - is the new graduate internship programme. It is part of a package of measures to support graduates to improve their employability skills and support business at the same time. These include:

- Internships
- postgraduate study
- setting up their own enterprises
- volunteering
- Teach First

For more information, visit:

<http://graduatetalentpool.bis.gov.uk/>

Knowledge Transfer Partnerships (KTP) - One of the largest graduate recruitment programmes across the UK. A KTP is a three-way project between a graduate, an organisation and a university/research organisation/further education institutions. A KTP will give you the opportunity to:

- launch your career from the right platform
- gain a further professional qualification
- earn your value in the market place
- apply your degree to your job
- be mentored in your job
- gain ownership of your project.

For more information, visit:

<http://www.ktponline.org.uk/>

STEP is the UK's leading nation-wide project based work placement programme. STEP brings together students and graduates who want to gain valuable experience on real work placements with companies who want an injection of fresh ideas, talent and enthusiasm to inspire and build their business.

http://www.step.org.uk/step_graduate.aspx

National Graduate Development Programme - The national graduate development programme for local government (NGDP) combines your desire to develop and make a difference with local government's drive to develop its

future leaders and serve people and places better. Through taking on real challenges on the programme you'll learn quickly and gather the skills and experience you need for a fulfilling career.

<http://www.ngdp.co.uk/>

3. University Careers Services for Graduates

If you don't live near your university, it is worth checking with your careers adviser if your university has a reciprocal arrangement for access to careers advice with the university near where you live. Many such arrangements do exist, and it is worth asking.

'Prospects' state they are the UK's leading provider of information, advice and opportunities to students and graduates. Their employment and postgraduate study guides are available online, digitally, and in print from all UK careers services, careers fairs and on campuses across the UK. Prospects.ac.uk claims the busiest graduate careers website, with over 900,000 students and graduates every month.

With over one million students and graduate registrants, the Prospects portfolio can provide employers and postgraduate course providers with a targeted audience of great breadth and depth, from all UK careers services, careers fairs and on campuses across the UK. The website provides links to all University careers services across the UK and includes comprehensive job listings, web forums, information, advice and guidance.

http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi

Support and Services offered by Universities and Further Education Establishments in the East of England.

One of the best ways of securing a placement or even an actual job is to go through your university or educational establishment.

All the higher education colleges and universities in the East offer careers services, whether this be for advice, guidance or help finding placements, there is always help at hand if you are willing to ask for it. In particular there are some universities in the area that offer comprehensive programmes of support, with links to local businesses.

Anglia Ruskin University

The University offers a comprehensive programme of support, called "Survive and Thrive", aimed at helping businesses, individuals, graduates and start-ups to weather the economic storm.

www.anglia.ac.uk/surviveandthrive

University of East Anglia

The University offers support to individuals and Small and Medium Enterprises (SMEs) in Norfolk through the recession and to help them into a stronger position as the economy recovers.

<http://www.uea.ac.uk/nbs/evolve/about>

University of Essex

The University is part of the new national Graduate Internship initiative and will work with local businesses.

<http://www.essex.ac.uk/careers/graduateinternships.shtm>

University of Hertfordshire

The University offers a careers service called Graduate Futures' is all about empowering you to succeed in a competitive job market. JobsNetPlus gives graduates and students access to job vacancies, work experience and work placements.

<http://www.herts.ac.uk/why-us/careers-and-recruitment/careers-and-employability-services/>

University of Bedfordshire

The University has an informative webpage with contact details for finding work placements and internships, also useful links to other organisations.

<http://careers.beds.ac.uk/work/intern>

Norwich University College of the Arts (NUCA)

The NUCA internship scheme supports new and recent graduates in finding valuable work experience within the local creative industries.

<http://www.nuca.ac.uk/courses/employability>

Writtle College

The College delivers one-to-one support for graduate interns supported by a relevant member of academic staff. Writtle has considerable expertise in working with a range of employers in the land based sector, allied industries and beyond.

http://www.writtle.ac.uk/eio/events_ind.cfm

4. Job Vacancies for Graduates

Jobcentre Plus for current job vacancies around the area.

<http://jobseekers.direct.gov.uk/homepage.aspx?sessionid=9525b005-d521-41fd-8e49-071d6863724e&pid=4>

The specialist jobsite for careers in academic, research, science and related professions can be found at www.jobs.ac.uk Since it was launched in 1998, Jobcentre Plus has grown to become the top recruitment site, attracting the most qualified and talented people from the UK, Europe and across the world.
<http://www.jobs.ac.uk/>

Jobs in the Further Education sector
<http://www.fecareers.co.uk/>

Education sector vacancies
<http://www.tes.co.uk/jobsHub.aspx>

FE news and jobs
<http://www.fenews.co.uk/>

Graduate opportunities
<http://www.just4graduates.net>

Milkround graduate jobs and careers advice
<http://www.milkround.com/>

Graduate jobs and opportunities across the UK
<http://www.gradplus.com/>

UK graduate opportunities
<http://www.ukgraduatecareers.net/>

GradsEast
<http://www.gradseast.co.uk>

Financial Services Careers for Graduates

Financial services Skills Council – specialist information on careers in financial services.
<http://www.fssc.org.uk/careers.html>

Financial Services Authority advice and information on careers.
<http://www.fsa.gov.uk/Pages/About/careers/index.shtml>
<http://www.fsagraduates.com/>

eFinancialCareers serves the global financial community as the leading network of career sites for professionals working in banking and the financial markets and those firms seeking to employ them. For financial services professionals our mission is to provide the best job opportunities, job market news and analysis, salary surveys and career advice. With sites in 22

markets and 5 languages across North America, Europe, the Middle East and Asia-Pacific, our specialty focus and our audience of highly-skilled banking and finance professionals enable employers to reach hard-to-find, experienced candidates.

<http://www.efinancialcareers.co.uk/>

Public Service Opportunities for Graduates

Ministry of Defence careers with links to Royal Navy, Royal Air Force and Army careers

<http://www.mod.uk/DefenceInternet/Home/>

<http://www.mod.uk/DefenceInternet/DefenceFor/Jobseekers/>

Careers in the Police service

<http://www.allpolicejobs.co.uk/>

http://www.police-jobs.co.uk/content_static/home.asp

Prison service roles

<http://www.hmprisonservice.gov.uk/careersandjobs/>

Civil Service roles

<http://www.civilservice.gov.uk/jobs/index.aspx>

National Health Service jobs

<http://www.jobs.nhs.uk/>

Fire Service careers

<http://www.fireservice.co.uk/recruitment/>

5. Curriculum Vitae (CV) Information

Your CV needs to be well presented, selling document; it is a presentation of your achievements and needs to create an interest to the person who is reading it.

There are many different templates and opinions on what the best way to write a CV is, the key is to make sure your CV spells out who you are, what you have done and how that can be of benefit to your future. Below are some websites that may be of some guidance:

UCAS

<http://www.ucas.ac.uk/documents/external/linkup8.pdf>

Prospects

<http://www.prospects.ac.uk/cvs.htm>

Direct Gov

http://www.direct.gov.uk/en/Employment/Jobseekers/Helpapplyingforajob/DG_173655

6. Post Graduate Study Information

If you fancy continuing your further education, either to enhance your career prospects, retrain in a different field or just want to continue studying, nearly all universities offer Postgraduate courses that will be of benefit to you.

For general information about what postgraduate study involves and how to go about applying, visit:

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/ChoicesAfterYouGraduate/index.htm>

To help you understand what a postgraduate course may involve and how others have benefitted from undertaking Masters Courses, visit:

http://www.prospects.ac.uk/cms/ShowPage/Home_page/What_do_postgraduates_do_/p!eklgpfa

To find what course may be right for and where the best place to study it is, Postgrad.com contains all the information you should need and links to the individual educational establishments for further investigation.

<http://www.postgrad.hobsons.com/>

When considering postgraduate study it is important to understand the financial implications and know what options are out there to help you.

Postgraduate Studentships is a dedicated website which brings together all the different types of funding opportunities open to potential postgraduates, at both taught and research level, all in one place.

<http://www.postgraduatestudentships.co.uk/?gclid=CJuA5MH2wJsCFZgU4wo dvBLUCQ>

If attending university is a problem due to other life commitments then the Open University offers a range of postgraduate courses, which are widely recognised and valued by employers. The OU prides itself on making it easier for students to discover their true potential.

<http://www3.open.ac.uk/study/postgraduate/index.htm>

Postgraduate Certificate in Education (PGCE)

A PGCE course mainly focuses on developing your teaching skills, and not on the subject you intend to teach. For this reason, you are expected to have a good understanding of your chosen subject(s) – usually to degree level –

before you start training. For more information there are a couple of websites below that will be of use.

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Education/Applying_for_a_PGCE/p!eiFgLfL

<http://www.tda.gov.uk/Recruit/thetrainingprocess/typesofcourse/postgraduate/pgce.aspx>

7. Overseas Study for Graduates

Study abroad can be an enriching and eye-opening adventure, where learning extends to the world beyond the classroom walls. There is no substitute for living and studying in a foreign country if you want to gain in-depth knowledge of another culture's customs, people, and language. In addition, you will find that living and studying or working in another country can develop important transnational competencies that can be of interest to future employers. Below are a several websites that contain important information when considering studying abroad.

<http://www.intstudy.com/>

<http://www.studyoverseas.com/>

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_working_and_studying_abroad/p!ekpb

8. Overseas Opportunities for Graduates

There are now, more than ever before, many great opportunities awaiting graduates in other countries. Applying for work outside of the UK can have tremendous benefits to your career and be an invaluable life experience. Below are a few sites that offer guidance and possible job placements.

<http://www.eurograduate.com>

<http://www.graduate-jobs.com/gj/index.jsp>

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Working_abroad/why_do_it/p!eeXmbdc

9. Voluntary Sector Opportunities for Graduates

COVER (Community and Voluntary Forum: Eastern Region) offers: Use of Voluntary and Community Sector (VCS) database, website and e-bulletin as a brokerage vehicle to place unemployed graduates in VCS organisations as unpaid volunteers or in community programmes.

Sample opportunities that VCS organisations might offer:

Administration - bookkeeping, accounting, filing, reception, word-processing.
Professional - marketing, accounting, project management, project research, fundraising, campaigning, ICT services, advocacy services.

Occupational - Health and Social Care services, social opportunity services, retail services, sports, arts, cultural, recreational services.

Expenses - volunteers would be paid out of pocket travel and subsistence expenses.

Child/ Vulnerable adult protection - for work with children and or vulnerable adults CRB checks and vetting and barring checks would need to be carried out before any volunteering could begin.

www.cover-east.org

Further information

<http://www.voluntarysectorjobs.co.uk/>

<http://www.voluntaryjobs.co.uk/main/main.php>

<http://www.gapwork.com/>

<http://www.vso.org.uk/volunteer/>

<http://jobs.thirdsector.co.uk/>

<http://www.thirdsector.co.uk/>

<http://www.charityjob.co.uk/seekers/charitywork.aspx>

10. Self Employment Information for Graduates

Do you have a skill or an interest that could become a business? If you have ideas that you are passionate about and think you could turn them into a business then make it happen! It is important to seek professional advice in this area so here are a couple of sites that may help start you off.

<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073875654>

Further information about becoming self employed:

<http://shell-livewire.org>

<http://www.hmrc.gov.uk/selfemployed/>

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Self_employment/p!eFcmg

<http://www.ukenterprisesolutions.com/businessstartup.php>

11. London 2012 Olympic and Paralympic Games

The London 2012 Olympic Games and Paralympic Games are generating thousands of job vacancies and voluntary opportunities across the country. For more information visit:

http://www.direct.gov.uk/en/homeandcommunity/gettinginvolvedinyourcommunity/volunteering/DG_070089

<http://www.london2012.com/>

A list of suppliers to the Olympic Delivery Authority (ODA).

<http://www.london2012.com/get-involved/business-network/oda-suppliers/index.php>

The London Organising Committee of the Olympic Games and Paralympic Games (LOCOG).

<http://www.london2012.com/get-involved/index.php>

Podium - the further and higher education unit for the 2012 games.

<http://www.podium.ac.uk/opportunities#job-vacancies>

12. Financial Support and Benefits for Graduates

You may find this a particularly difficult time to find work or further study. There are options to help ease some concerns about your sought-after future. For general information on what help is available and what you are entitled to, visit:

<http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/BeginnersGuideToBenefits/index.htm>

Advice on refreshing your skills or learning new ones: links to helpful websites.

<http://www.direct.gov.uk/en/EducationAndLearning/AdultLearning/GetLearning/index.htm>

Education and Learning Advice, student finance:

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

Professional and Career Development Loans

A Professional and Career Development Loan is a bank loan. Applicants make an agreement with a participating bank to borrow an amount between £300 and £10,000. The Young People's Learning Agency (YPLA) pays the interest on the loan while the holder is studying and for one month afterwards. Subsequently interest is payable at the rate fixed when the loan was taken out. Interest rates on the loans are set so they're competitive with other 'unsecured' personal loans that are commercially available. In general these loans can be used for:

- a postgraduate course, like a masters
- technical or management training
- a professional qualification
- a course at your local college or learning provider

- an additional Bachelor's degree (if you're already a graduate – NOT for a first degree).

Call 0800 585 505 for more information or an information/application pack.

www.direct.gov.uk/en/EducationAndLearning/AdultLearning/FinancialHelpForAdultLearners/CareerDevelopmentLoans/index.htm

Bursaries

Bursaries and scholarships are extra sources of financial help from colleges and universities. They are paid on top of any student loans or grants you may get. They may be paid in cash or in another form - such as a discount on accommodation.

Bursaries and scholarships don't have to be repaid. Colleges and universities in England must offer you at least a minimum bursary payment if you are:

- paying maximum tuition fees, and
- getting the full Maintenance Grant or Special Support Grant.

<http://bursarymap.direct.gov.uk/>

<http://www.postgrad.com/editorial/bursaries/>

Student Financial help and Information

<http://www.moneysavingexpert.com/banking/student-money-saving?gclid=CPSL-aeFwZsCFUYA4wod-zPEDw>

For help and information in dealing with Student Loans visit:

<http://www.slc.co.uk/>

Repaying Student Loans:

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/RepayingStudentLoansCoursesStartingFrom1998/index.htm>

13. Chartered Institutes careers links for Graduates

Chartered Institute of Marketing

The biggest professional marketing community in the world, it provides access to all the resources, skills and opportunities you need to develop your career.

<http://www.cim.co.uk/cpd/career/careerguides.aspx>

The Chartered Institute of Logistics and Transport

The pre-eminent independent professional body for individuals associated with logistics, supply chains and all transport throughout their careers.

<http://www.ciltuk.org.uk/pages/careers>

Chartered Management Institute

The only chartered professional body in the UK dedicated to promoting the highest standards in management and leadership excellence. We have more than 86,000 members. That means because management matters to you, it matters to us.

<http://www.managers.org.uk>

Chartered Institute of Housing

The Chartered Institute of Housing (CIH) is the professional body for people involved in housing and communities. We are a registered charity and not-for-profit organisation.

<http://www.cih.org/careers/positiveaction/>

Chartered Institute of Library and Information Professionals

CILIP is the leading professional body for librarians, information specialists and knowledge managers. We provide practical support for members throughout their careers and speak out on behalf of the profession.

<http://www.cilip.org.uk/jobscareers>

Chartered Institute of Environmental Health

Qualified Environmental Health Practitioners, or EHPs, can take their skills into a huge variety of public and private sector employers, and all kinds of generalist and specialist roles. Offering a career that ticks all the right boxes for people who want real influence, satisfaction and challenge.

<http://www.ehcareers.org/>

Chartered Institute of Water and Environmental Management

The Chartered Institution of Water and Environmental Management (CIWEM) is the leading professional and examining body for scientists, engineers, other environmental professionals, students and those committed to the sustainable management and development of water and the environment.

<http://www.ciwem.org/>

Chartered Institute of Building

With over 42,000 members the CIOB is the international voice of the building professional, representing an unequalled body of knowledge concerning the management of the total building process.

<http://www.ciob.org.uk/careers/buildingcareers>

The Chartered Quality Institute

The CQI exists to benefit the public by advancing education in, knowledge of and the practice of quality in industry, commerce, the public sector and the voluntary sectors. In short, the CQI exists to help make business better.

<http://www.thecqi.org/>

Chartered Institute of Personnel and Development

Our aim is to drive sustained organisation performance through HR, shaping thinking, leading practice and building capability within the profession.

<http://www.cipd.co.uk/default.cipd>

Mentoring Link

Mentoring is a long standing form of training, learning and development and an increasingly popular tool for supporting personal development.

<http://www.cipd.co.uk/subjects/lrnanddev/coachmntor/mentor.htm>

14. Mentoring for Graduates

Mentoring allows you to focus on how you can forward your career and overcome work related issues. A mentor can provide guidance, support and space for you to think. Useful links to mentoring information:

<http://www.coachingnetwork.org.uk/Default.htm>

<http://www.emccouncil.org/>

<http://www.mentorset.org.uk/pages/mentoring.htm>

<http://www.mentoring.org/>