

# Student Career Journey



Swansea University  
Prifysgol Abertawe

Faculty of Humanities and Social Sciences

Cyfadran y Dyniaethau a'r Gwyddorau Cymdeithasol



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# START



## **START HERE**

University can be an exciting and daunting time. So many new people and challenges to get your head around, including finding out more about you.

There are so many things for you to immerse yourself into, not only academically but other university activities. We in the Employability Team have put together a plan to help guide you in your career pathway... whilst this might not be top of your list at the moment, it is a good time to start putting ideas into action as the years can move quickly.

Whilst you are at university you might find things that you didn't know you liked or change your mind completely about the career pathway you thought you wanted. We are here to help, sit back grab a cuppa and take a look at our suggestions!

# REFLECT THE WHOLE YEAR ROUND!



It's a good idea to set aside some time to spend reflecting about what you're discovering – about yourself, your interests and how they might be changing or developing.

Think about what you are enjoying about university so far, the subjects that have proved most interesting and where you've done best. What are the implications of what you are learning? Ask yourself questions like...

What are the subjects I'm really good at?

What causes am I passionate about?

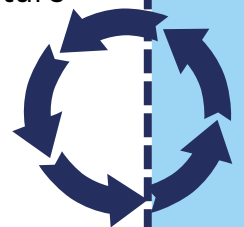
What do I enjoy most?

What have I really appreciated learning about?



Are you surprised, perhaps to find yourself doing very well in unexpected courses?

It might also be worth thinking about past work experience and what you liked most – and least – about it. What elements would you like to include in a future job? Keep a record of your thoughts.

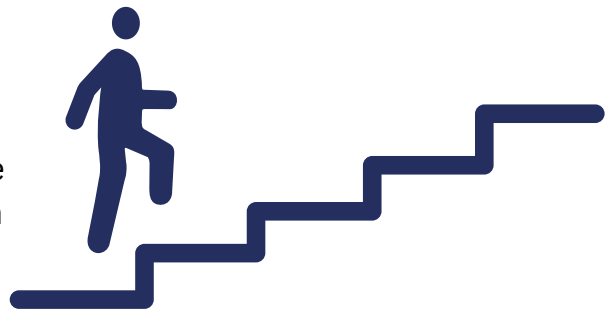


# YOUR UNIVERSITY COMMUNITY



Swansea University offers a wide range of student societies you can get involved with. Employers really value when a student has made the time to get involved in their local community, which is your university and your societies. You can find out more here: [Swansea University Students' Union \(swansea-union.co.uk\)](http://swansea-union.co.uk).

Connect with Alumni there are so many alumni / graduates out there who are willing to help other students as they have been in the same situation as you. You can connect to them through Swansea University LinkedIn page. Not sure what



that is? The Employability Team can help or ask us if we have contacts in any sectors or companies that you are interested in.

# ATTEND CAREERS EVENTS



Now you are starting to settle into university life and build new friendships and connect with people. Your next step is to start attending careers events and linking with employers. This will help you start getting some ideas on things that sound interesting – or not.

If a sector or job catches your attention, you can then spend some time finding out a bit more about it; doing some online research, chatting to people working in that area.

If nothing catches your attention at a particular session, think about why that might be. What does this tell you about your own priorities, motivations and goals?

Sign up to websites like - [www.brightnetwork.co.uk](http://www.brightnetwork.co.uk) and [www.ratemyplacement.co.uk](http://www.ratemyplacement.co.uk)



# CV & COVER LETTER SESSIONS



Need to update your CV or Cover Letter?

Come along to one of our drop-in sessions where we can help you put together a CV, review the one you have got or just check your spelling! Don't forget to check out Employability Canvas pages for useful hints and tips on CVs.



Remember that your CV might be the first impression an employer will have of you, so it is important that it is fully representative of you and your achievements. Even if you think you haven't got anything to put on a CV, come along to speak to us in the team and we can help you work it out!

# CAREER SET



CAREER SET IS NOW AVAILABLE!

This service can be used to:

- Improve your CV
- Target your CV to a specific role
- Enhance your cover letter



Head to [careerset.com/swansea](https://careerset.com/swansea) and log in with your student email!

# EMPLOYABILITY WEBSITE



Did you know that we have an employability page on the Swansea University website?

What you can find on our website:

**Live chat function:** Need to speak to a careers consult? Want to ask questions about job applications, work experience & internships and/or about what to do after your degree? You can use our live chat function every Friday from 1:30pm until 3:30pm.

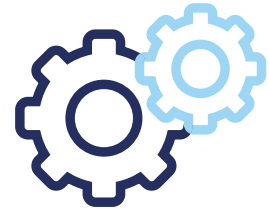
**Our services:** You will be able to find an updated version of what services we can offer



## WORK EXPERIENCE



Now you have a CV ready to go, why not start thinking about work experience? All work experience is useful, whether that's a part-time job, vacation work, shadowing someone in a sector you're interested in or an online internship.



Don't underestimate the value of what you can gain from any experience and how interested in it a potential employer will be – whether that's because you've developed a directly relevant skill, it's shown your capacity for hard work or provided clear evidence of your motivation and interest in their sector.

Follow our Instagram @FHSSEmployability and check out the websites that have been shared!

## VOLUNTEERING



Here at Swansea University we have well established links to our charity Discovery.

Discovery SVS is a Swansea University student led charity that manages a wide range of volunteering projects.

Volunteering with Discovery is a great way to make new friends, learn new skills & make a difference to the local community. Volunteering looks great on your CV and can improve your wellbeing but most of all, it can be fun! Any Swansea University student or staff member can volunteer with Discovery: [Discovery - Swansea University](#)



Get involved in The South West Wales Reaching Wider Partnership works with school pupils, families and adults from areas within the bottom two quintiles of the Welsh Index of Multiple Deprivation in Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire. [Reaching Wider - Swansea University](#). Great for gaining some teaching experience or working with young people.

## VIRTUAL INTERNSHIPS & ONLINE COURSES

Gain further insight and skills into your chosen sector by completing a short virtual internship or online course. You can sign up to [www.theforage.com](http://www.theforage.com) and take part in a virtual internship - they are free and don't take a huge amount of time but give you added experience and it is something you can add to your CV.

Have you also thought about a short online course? These are available in different subjects and doesn't have to be related to your degree but demonstrates to an employer how proactive you are in developing your learning and skills, showing initiative, drive and organisational skills.

Some suggested course providers include [www.futurelearn.com](http://www.futurelearn.com) and <https://www.coursera.org/> and a number of universities run Massive Open Online Courses (MOOCs), which are free to join - <https://www.mooc.org/>

***\*These are just suggestions and the Employability team reserve no liability***



You can also consider microcredentials, you can find out more here:

[https://www.prospects.ac.uk/postgraduate-study/masters-degrees/microcredentials.](https://www.prospects.ac.uk/postgraduate-study/masters-degrees/microcredentials)



## TRAVEL



Many students take a year out after studying to get more skills and experience in a different country. A good way to do this whilst building up your CV is student volunteering -

<https://www.workingabroad.com/typer/student-volunteering>.



## FINDING OPPORTUNITIES



There are many different websites you can look at for graduate roles and below we have listed our favourites. Don't forget to use your connections that you have built including LinkedIn and Swansea University alumni. If you have a company in mind, then why not go directly to their website.



**BRIGHT NETWORK**

**CIVIL SERVICE**

**GOV.UK**

**NHS JOBS**

**PROSPECTS**

If you are an international student, then you can access [www.studentcircus.com](http://www.studentcircus.com) which helps you source employers who can offer sponsorship and visas.



# RECRUITMENT AGENCIES



As we all know, finding graduate employment can be a long process. Recruitment agencies could be on way to help you with that as they are aligned with the organisations and businesses you are trying to connect to. Alongside this, they can offer insight into the jobs market in these areas. Remember that recruitment agencies work for the employer and not for you, so whilst they are useful connections, make sure you are being put forward for the right roles. Whilst this route may not be for everyone and we can't necessarily recommend agencies, it might be worth exploring further. You can find out more here - <https://www.prospects.ac.uk/careers-advice/getting-a-job/recruitment-agencies>



# HOW ARE YOUR INTERVIEWING SKILLS?

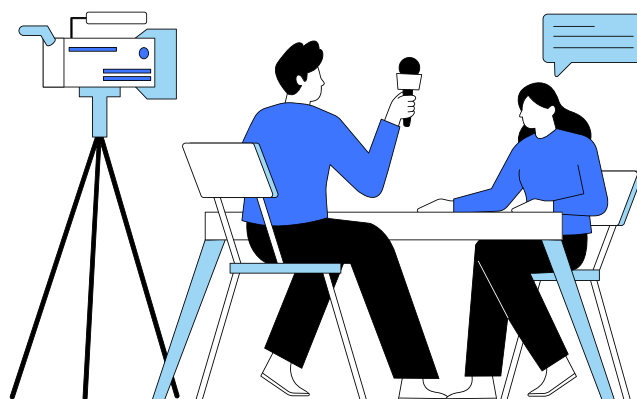


Need to brush up on your interviewing skills or help with aptitude testing and assessment centres? There is a wealth of information around including the support of mock interviews and mock assessment centres with the Employability team or local employers. To find out more email us - [careers-humanitiesandsocialsciences@swansea.ac.uk](mailto:careers-humanitiesandsocialsciences@swansea.ac.uk).

We also have a number of platforms that allow you to practice your skills:

<https://go.shortlister.com/marketplace/swanseauni>

<https://ecareersgrad.co.uk/university-partners/swansea-ecareersgrad>



# SOCIAL MEDIA

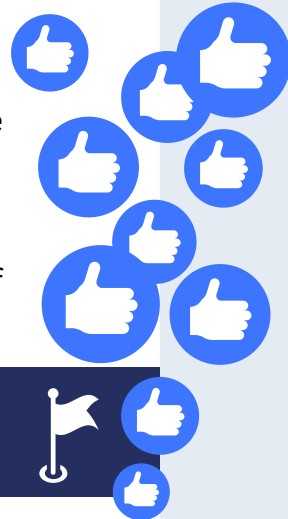


Time to look at your social media channels and sense check whether they are employer friendly. On your employability journey you will launch yourself into the professional working world so it would be sad if some of your previous social media posts let you down or gave the wrong impression of you! We know that employers do use social media channels to check on potential employees.



## To tidy up your social channels:

- Adjust your privacy settings - if you don't want recruiters to be able to see your profiles, make sure they're set to private!
- If profiles are public, delete any posts that could damage your chances of success, e.g. wild holiday pictures or posts containing controversial comments or bad language.
- Consider whether your profile handle looks/sounds professional - if not, change it.



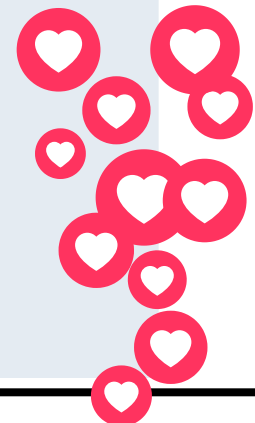
# LINKEDIN & DIGITAL



Currently there are **825 million LinkedIn users** (2023). It is the top professional platform and year on year is increasing in size including the job market. If you haven't already created a LinkedIn account, then now is the time to do so. Not sure how or what it is? Then you can check out our helpful hints and tips, some of which you can find in our student handbook. Please connect with the employability team, we can help you understand how you get the most out of LinkedIn!

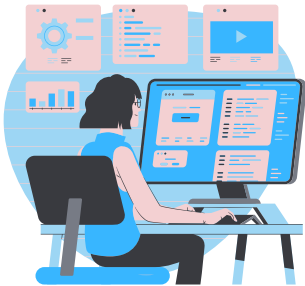
Digital skills these days are increasingly being called for by employers. Not only are we using more platforms for virtual connection like Zoom & Teams but coding is often required in many different jobs along with Microsoft Office. Employers expect students to feel comfortable talking and interacting virtually on Zoom & Teams, so it is worth practicing these skills if you have any meetings with us as an Employability team or your academic support. Below are some useful links to help with supporting you to develop your digital skills.

[Digital Skills and Training - Swansea University](https://www.codefirstgirls.com)  
[www.codefirstgirls.com](https://www.codefirstgirls.com)





# YEAR IN INDUSTRY & YEAR ABROAD



If you are planning on doing a Year in Industry then you will need to complete the Employability Module MN2000 or MN2500. This module runs twice a year in semester 1 and 2 during first and second year, and is there to help support you in the recruitment process for finding a placement. To find out more, you could visit our drop ins on Year In Industry. You complete your Year in

Industry after your 2nd year and then following your year working, you return to university to complete your third and final year.

If you are planning to go on a Year Abroad, this will take place in your third year. However, there are eligibility criteria that you will need to meet in order to progress on to the Year Abroad. Why not find out more and attend our Study Abroad drop in or contact the FHSS study abroad team: [studyabroad-fhss@swansea.ac.uk](mailto:studyabroad-fhss@swansea.ac.uk).

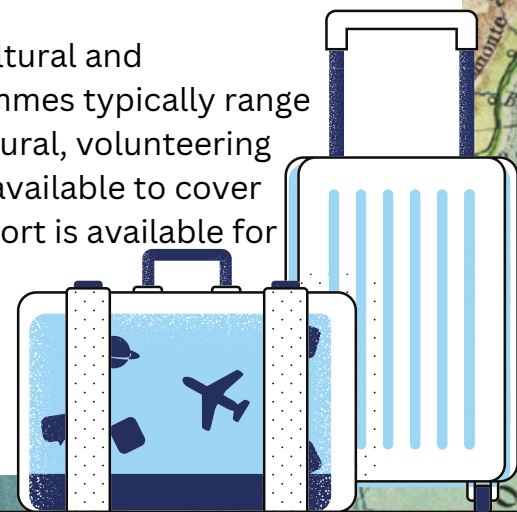
**Both Year in Industry and Year Abroad will require you to change your pathway, this lets us know you are looking to take part in either program. It is advisable to do this as soon as possible. This is easy to do and you can change your program by speaking to the Student Support Team:**

[studentsupport-management@swansea.ac.uk](mailto:studentsupport-management@swansea.ac.uk)  
[studentsupport-cultureandcom@swansea.ac.uk](mailto:studentsupport-cultureandcom@swansea.ac.uk)  
[studentsupport-law@swansea.ac.uk](mailto:studentsupport-law@swansea.ac.uk)  
[studentsupport-socialsciences@swansea.ac.uk](mailto:studentsupport-socialsciences@swansea.ac.uk)



Certain subject areas also offer a Semester Abroad. You would study abroad during your 2nd semester of Year 2. Contact us to find out whether your subject area offers the Semester Abroad.

Summer abroad opportunities are a fantastic way to gain cultural and international experience in addition to your studies. Programmes typically range from 2-8 weeks and provide you with the chance to gain cultural, volunteering and/or academic experience in another country. Funding is available to cover some of the associated costs and additional support is available for any students who meet widening participation criteria. Interested in finding out more then contact the central study abroad team [studyabroad@swansea.ac.uk](mailto:studyabroad@swansea.ac.uk).



HI!

BONJOUR

HOLA!



## LEARNING A LANGUAGE



Learning a language can really help you stand out amongst a competitive market and with business becoming a global market, it can be a useful skill. Languages take dedication and perseverance so even if you can grasp the basics, it will show an employer

skills such as communication, listening skills, dedication & persistence. There are lots of free apps which could help you learn a basic language.

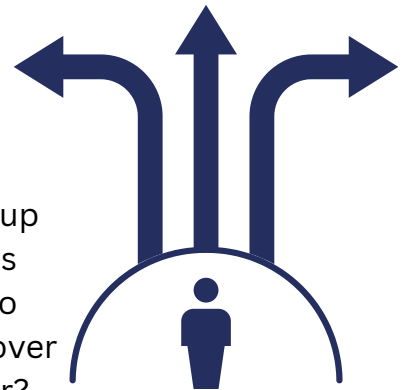
## NAVIGATING YOUR GOALS



### Which way? What is my goal?

Start asking yourself questions to help in finding a direction - use this time to really understand YOU!

What are your motivations and values, what gets you up in the morning? Why did you pick your course? What is your ultimate goal at the end and how are you going to get there? What skills and experiences have you had over the past year? How do these link into my future career?



Are you interested in a Year in Industry or Study Abroad year? What have I liked about my course this year and why? What have I not liked about my course? What might I like to do more of in my second year? How do I get there?

It might be useful for you to complete a SWOT analysis and personal development plan to help you tackle some of these questions but these are things you should continue to ask yourself throughout your year. You can find a SWOT in your Employability Handbook which are available on the Employability Canvas Hubs.



## FURTHER STUDY



You might need to continue your studies for professional qualifications or want to go into further study on a topic you found interesting. Here are 4 questions you can ask yourself about post graduate study:

1. What is your reason for studying your chosen course?
2. Why is doing this course important to you?
3. What skills/knowledge will this course give you that you don't have already?
4. How will it make you more employable?



Why not book an appointment with one of the team and find out more about how you apply for post graduate studies. You can also find lots of information on [www.prospects.ac.uk](http://www.prospects.ac.uk).

## POST GRADUATE : ENHANCE



You might be completing a post graduate certificate to enhance yourself and gain in-depth knowledge or skill in a particular area or looking for a stepping stone in your career. You might already have years of experience and not sure how you can relate these into your future roles but we can help you plan your career and put actions into place. Book a 1-2-1 appointment and ask for help with career management (please note these do not cover CV & Cover Letters.)



Whatever the reason we can help support your employability throughout your time with us in Swansea University. We have a number of events and opportunities that we run during the year so make sure you stay in touch with us and call into your nearest Employability Hub to say hello!

- **Visit our Employability Hubs** - we have one in Digital Technium on Singleton & in School of Management on Bay. Come & say hi to us, as we always welcome new students!
- Visit our **Canvas Employability Hub** pages and find out what we have to offer in your faculty and make sure you have access to all our help.
- Download our student **Employability handbook** or pick up a copy from one of our Hubs.
- Join our **Instagram** page - we advertise all Employability events and known jobs here.
- **Sign up to Job Teaser** - this is the central Employability Jobs Board that advertises jobs for students.



## PERFECT YOUR TIME MANAGEMENT SKILLS

Post Graduate study needs to undertake lots of different time consuming tasks, so having a plan and understanding when you are most effective can help you with your time management skills. Being reflective about your skills is highly valued by employers and demonstrating your time management is one of these, whilst also allowing you to make the most of your post graduate opportunity. You can get some helpful advice here - <https://myuni.swansea.ac.uk/academic-life/remote-learning-guide/learning-online/time-mangement>.



## ARE YOU A BUDDING ENTREPRENEUR?

Running your own business is hugely on the increase with many students creating their own businesses or having a 'side hustle.' This is something you could explore with the Enterprise team and get some help and support.



[Enterprise@swansea.ac.uk](mailto:Enterprise@swansea.ac.uk)

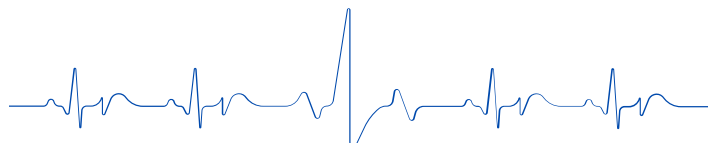
## WELLBEING & HEALTH



Whilst you have all this going on, you need to remember to look after 'you' and your own wellbeing. Ways to do this are maintaining a good routine, ensuring you have enough sleep, exercise and eating healthy. Try not to compare yourself to others as people progress in different ways and it is easy to

think other people have it all sorted. Try to just focus on your goals and what you need to do!

Don't forget there is lots of support you can use within the University - just ask.





## KEEP BUILDING & GROWING



Keep building those networks and LinkedIn connections. This is the time to start getting yourself out there and finding out about opportunities. Do your research on the roles



and sectors you are interested in and speak to employers to build rapport. Try not to have any expectations but being curious is good and will show your interest. Sign up to websites like [www.brightnetwork.co.uk](http://www.brightnetwork.co.uk).

## GRAD CONNECT AND ALUMNI



**Connect with alumni** - there are so many alumni/graduates out there who are willing to help other students as they have been in the same situations as you. You can connect to them through LinkedIn or Swansea Connect - not sure what that is? The Employability team can help or ask us if we have any contacts in any sectors or companies that you are interested in!



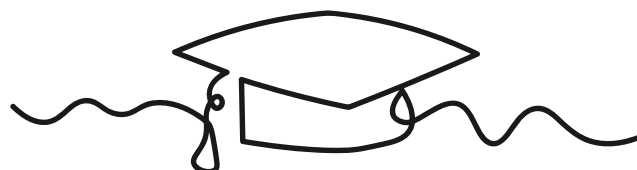
<https://swanseaunicconnect.com> - register to Swansea Connect here!

## GRADUATE OUTCOMES



Before you leave University, make sure we have the correct details for you so that you can be part of the picture and help shape the future of your University and Higher Education. Find out more about the Graduate Outcomes survey -

<https://www.graduateoutcomes.ac.uk>.



# FINISH



Best of luck! Keep in touch as we are still able to offer you employability support and if you want to get involved in student activities, then your input would be much valued. Scan the QR code now to book an appointment with us or you can email us on **[careers-humanitiesandsocialsciences@swansea.ac.uk](mailto:careers-humanitiesandsocialsciences@swansea.ac.uk)**