**BRADFORD EMPLOYABILITY AWARD – ACTIVE CAREER PLANNER**

**MENU OF ACTIVITIES FOR STUDENTS (POINTS BASED SYSTEM)**

To achieve the Bradford Employability Award (Active Career Planner) and to be HEAR accredited, students must gain a minimum of **50** points from the Menu of Activities below *(approximately half will be from completion of the Core Activities)*

***You can choose to do the activities in any order but within one academic year.***

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| **No:** | **ACTIVITIES** | **DESCRIPTION OF ACTIVITIES AND RESOURCES TO HELP YOU** | **APPROX. TIME**  **COMMITMENT/CLAIM** | **POINTS**  **AWARDED** |
| 1 | Induction  **[CORE ACTIVITY]** | *Compulsory* to attend the ‘induction’ webinar – briefing of what to do; what to expect. Currently 2 webinars are scheduled – Tuesday, 6 Oct (14:00 – 15:00) & Wednesday, 14 Oct (16:00 – 17:00) but keep checking our website link for more sessions: <https://www.bradford.ac.uk/careers/services/workshops/> | You only need to attend one session – approximate for an hour | **5 points** |
| 2 | One-to-one Careers Guidance with CC **[CORE ACTIVITY]** | To discuss career options (as part of a one-to-one session) – students are recommended to research and complete various exercises (see links) and to discuss this during the session: <https://www.bradford.ac.uk/careers/options/>  [Prospects Planner;](https://www.prospects.ac.uk/planner) Build My Career (BMC) – <https://www.abintegro.com/u/w1a5ybr0> and <https://www.abintegro.com/u/y6we28ob> [https://unibradfordac.sharepoint.com/sites/career-and-employability-services-](https://unibradfordac.sharepoint.com/sites/career-and-employability-services-intranet/SitePages/Build-My-Career.aspx) [intranet/SitePages/Build-My-Career.aspx](https://unibradfordac.sharepoint.com/sites/career-and-employability-services-intranet/SitePages/Build-My-Career.aspx)  *Some students may attend a few more sessions, but total points awarded is fixed.* | A minimum of 2 in- depth 45 min appts [Approx: 1.5 hours + your own prep time] | **5 points** |
| 3 | Writing of an updated CV and Covering Letter  **[CORE ACTIVITY]** | CV & CL reviewed and approved by a CC/EPSC/EPSA (relevance to role applying for) as part of a one-to-one appointments. Students need to write a CV and CL based on a specific vacancy hence will need to research on a specific job role (could be applying for a part-time job; internships; industrial placements or graduate roles) <https://www.bradford.ac.uk/careers/applications/cv/>(scroll down for CV samples) <https://www.bradford.ac.uk/careers/applications/covering-letters/> <https://www.bradford.ac.uk/careers/jobs/part-time/>(scroll down for p/t CV samples) *Some students may attend a few more sessions, but total points awarded is fixed.* | A minimum of 2 appts (30 mins or 45 mins each)  [Approx. 2 hours + your prep time] | **5 points** |
| 4 | Attendance at Employability webinars (CES & | Attendance (full duration) and ‘active participation’ (via chat facility or ‘break-out’ sessions) + s*ubmission of a short reflective questionnaire on the skills, qualities and experience gained incorporating Bradford Graduate Attributes* | A total of 7 hours (approximate an hour per webinar +  completing a short | **10 points** |

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|  | employer-led delivery)  **[CORE ACTIVITY]** | Can claim time for up to a maximum of 6 webinars/workshops of which 3 must be employer/organisation-led sessions. This may include webinar sessions scheduled during the Virtual Careers Fairs.  Check our website link for the Employability Workshops/Webinar sessions: <https://www.bradford.ac.uk/careers/services/workshops/> <https://www.bradford.ac.uk/careers/services/careers-fairs/>  Check Bradford Graduate attributes:   * https:[//w](http://www.bradford.ac.uk/about/strategy-vision/team-bradford-charter/the-)ww[.bradford.ac.uk/about/strategy-vision/team-bradford-charter/the-](http://www.bradford.ac.uk/about/strategy-vision/team-bradford-charter/the-) student/https:[//w](http://www.bradford.ac.uk/about/strategy-vision/team-bradford-)ww[.bradford.ac.uk/about/strategy-vision/team-bradford-](http://www.bradford.ac.uk/about/strategy-vision/team-bradford-) charter/the-student/ * <https://www.bradford.ac.uk/careers/develop-skills/>   *No further time can be claimed/awarded if you attend more than 6 sessions.* | reflection for each webinar attended) |  |
| 5 | The Bradford Mentoring Programme | Successful completion/participation – which includes attendance at webinar; training and 4 meetings with a mentor. For further details check: <https://www.bradford.ac.uk/careers/develop-skills/mentoring/> | See website link for detail information of  your time commitment. | **10 points** |
| 6 | ‘Active’ in applying for graduate roles/schemes and graduate internships. | Students need to ***show evidence*** to CC/EPST/EPSA through various one-to-one appointments (includes updating CVs and Covering Letters) <https://www.bradford.ac.uk/careers/jobs/> | Hours varies but can take up to between 5 to 10 hours or more of your time. | **15 points** |
| 7 | ‘Active’ in applying for Industrial Placements, summer internships etc. | Students need to ***show evidence*** to CC and/or EPST during placement related interactions (including updating CVs and Covering Letters – e.g. for FEI, students must attend a compulsory one-to-one meeting (approx 20 mins) to discuss CV/CL and placement related queries.  *(Summer Experience at Bradford & Study/Work Placements Abroad not included as these are already HEAR accredited)*  Check <https://www.bradford.ac.uk/careers/jobs/>and your faculty’s pre-placement sessions. | Hours varies but can take up to between 5 to 10 hours or more of your time. | **15 points** |
| 8 | ‘Active’ in applying for part-time work | Applied and successful in securing a part-time role (can claim for only one as some students may have 2 or more part-time jobs) + s*ubmission of a short reflective questionnaire on the skills, qualities and experience gained incorporating Bradford Graduate Attributes*   * *If you are already doing a part-time role – to submit the short reflective questionnaire (together with the JD/PS if applicable)* | Hours varies but each application can take up to 3 to 5 hours | **10 points** |

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|  |  | * *NB: if not successful in your applications, the hours involved are incorporated in some of the other activities (therefore you will not miss out)!*   Check our website link: <https://www.bradford.ac.uk/careers/jobs/part-time/> |  |  |
| 9 | ‘Active’ in applying  for voluntary work | Applied and successful in securing a volunteer role – details as above.  Check UBU Volunteering link: <https://www.bradfordunisu.co.uk/volunteering> | Hours varies but each application can take  up to 3 to 5 hours | **10 points** |
| 10 | Attendance at Careers Fair | Networking with employers – prior registration (and attendance) at a one-to-one/small group session and webinars arranged by employers during the Fair (a minimum of 2)  *Other activities could include the following:*   * Interviewing an employer on video * Writing up a mini article about an employer – research on what they do (products/services), their business sector; their recruitment/selection procedure etc.   <https://www.bradford.ac.uk/careers/services/careers-fairs/> <https://www.bradford.ac.uk/careers/services/workshops/> <https://www.bradford.ac.uk/careers/jobs/networking/> | Approx. 2 hours: (unless attending webinars, then point 4 above applies re: submission of a short reflective questionnaire of the session | **Possible total of 10 points**  (5 points on active attendance + another 5 points re: completing one or 2 of the activities  stated) |
| 11 | Psychometric Tests (completing various tests + personality questionnaires) | * Complete practice sessions through **Graduates First**: aptitude; SJT and Personality (at least one numerical; one verbal; Game-based assessment; SJT etc) * Complete Career Assessments on BMC * Complete video interview   Once completed, students to book an appointment with Career Consultant to discuss what they have gained from the process. Login to our practice test portal <https://www.bradford.ac.uk/careers/applications/psychometric-tests/> <https://www.graduatesfirst.com/university-career-services/bradford/>  Check other websites such as [AssessmentDay](https://www.assessmentday.co.uk/) and many others. | To provide evidence of completing each aptitude.  Hours varies but can take up to 3 to 5 hours of your time. | **10 points** |
| 12 | Personal Statement (aka Supporting Document) and/or  ‘killer-type’ questions for **Job applications** (part of an overall online applications) | **Personal Statement and/or competency/strength-based ‘killer-type’ questions reviewed and approved** by a Career Consultant as part of a one-to-one session. *[‘PS or Supporting Document’ generally with NHS/public sector roles; ‘killer-type’ questions generally with big global organisations]*  <https://www.bradford.ac.uk/careers/applications/application-forms/>(scroll down for Guide on writing a Personal Statement for Job applications)  *Some students may attend a few more sessions, but total points awarded is fixed.* | Minimum 2 appts [Approx. total of 1.5/2 hours + your prep time] | **5 points** |

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| 13 | Interviews and/or Assessment Centres (AC) Preparation | **A minimum of 2 appointments with a Career Consultant**  Could be just a general preparation or as part of a specific preparation for a real interview and/or Assessment Centres.  *Students are expected to forward details of the interviews and/or A/Centre prior to the session (e.g. Advert; JD/PS; their application and interview/AC invite)* <https://www.bradford.ac.uk/careers/applications/interviews/> <https://www.bradford.ac.uk/careers/applications/assessment-centres/>  Check Interview Simulator on BMJ  *Some students may attend a few more sessions, but total points awarded is fixed.* | Approx. total of 3 hours + your prep time | **5 points** |
| 14 | Personal Statement for **PG study** (including PGCE) | **Personal Statement reviewed and approved** by a Career Consultant as part of a one-to- one session.  <https://www.bradford.ac.uk/careers/pg-study/>  <https://www.bradford.ac.uk/careers/pg-study/pg-applications/>(scroll down for Guide on how to write a Personal Statement for PG study)  *Some students may attend a few more sessions, but total points awarded is fixed.* | Minimum of 2 appts [Approx. total 1.5 hours + your prep time] | **5 points** |
| 15 | Vodcast/Podcast/ Blogs  (including Case Study (as per CES website) | Topics could include any **‘career-related journey’** or experience e.g. Bradford Employability Award Career Journey (Active Career Planner); participation in the Bradford Mentoring Programme; Shadowing an employer; part-time job; internships, industrial placements etc  *Needs to be of good quality standard (and approved)* ***–*** *students need to agree that Careers Staff can edit it and use it on internal platforms and external website + permission to use your photos).*  <https://www.bradford.ac.uk/careers/options/case-studies/> [http://blogs.brad.ac.uk/careers/2020/09/23/welcome-to-careers-what-to-expect-in-](http://blogs.brad.ac.uk/careers/2020/09/23/welcome-to-careers-what-to-expect-in-semester-one-2020/) [semester-one-2020/](http://blogs.brad.ac.uk/careers/2020/09/23/welcome-to-careers-what-to-expect-in-semester-one-2020/) | Hours varies but each application can take up to 3 to 5 hours of your time | **5 points** |
| 16 | LinkedIn Profile | Profile **reviewed and approved** by a CC as part of a one-to-one session.   * For those who have already created a LinkedIn Profile but would like it to be checked or reviewed, are encouraged to watch/review the LI webinar recording and then make changes to their profile) * Recommend connecting on LinkedIn with **ALL** CES staff   Check link: <https://www.bradford.ac.uk/careers/jobs/networking/>(scroll down for information on LinkedIn) [https://www.bradford.ac.uk/careers/jobs/networking/LinkedIn---Building-your-profile-](https://www.bradford.ac.uk/careers/jobs/networking/LinkedIn---Building-your-profile-making-it-work.pdf) [making-it-work.pdf](https://www.bradford.ac.uk/careers/jobs/networking/LinkedIn---Building-your-profile-making-it-work.pdf) | Approx 2 hours + your prep time | **5 points** |

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| 17 | Active participation in Faculty extra- curricular activities | Only those activities **NOT assessed** as part of the curriculum. Students to complete a short reflective questionnaire on what they have gained through participation in line with Bradford Graduate Attributes.  e.g. FEI (Civil & Structural Engineering has a mini Mentoring scheme)  Need to inform CES Active Career Planner Coordinators of the specific activity. | Hours varies depending on the activities + time spent on writing the short reflection  questionnaire | **5 points** |
| 18 | Company Brand Ambassador | Being a company on-campus Brand Ambassador – raises student profile with big companies and also enhances institution’s status (e.g. [GSK,](https://bradford.jobteaser.com/en/job-offers/6414420-on-campus-promotions-gsk-brand-ambassador) RateMyPlacement, FDM, ERAC etc.). To claim for this activity students must submit a short reflective questionnaire in line with Bradford Graduate attributes. | Hours varies depending on the roles + time spent on writing the short reflection  questionnaire | **5 points** |
| 19 | Any other activities (to be added ….) | Employer Insight days (and conferences) – to include attendance at accrediting organisations e.g. APM; IMechE; ICE; IChemE etc |  | **5 points** |
| **CORE ACTIVITIES**  **(You will need another 25 points to gain the 50 overall points to achieve the Award)** | | | Hours varies depending on the activities | **25 points** |
| **TOTAL POINTS POSSIBLE TO CHOOSE FROM (BESIDES THE CORE ACTIVITIES)** | | | Hours varies depending on the  activities | **120 points** |

# KEY:

**CES** – Career & Employability Services; **CC** – Career Consultant; **EPSC** – Employer & Placement Services Consultant; **EPSA** – Employer & Placement Services Adviser For general information, please contact: [careers@bradford.ac.uk](mailto:careers@bradford.ac.uk)

# Key contacts (Coordinators):

* Roy Christian, Career Consultant; Email: [R.Christian@bradford.ac.uk](mailto:R.Christian@bradford.ac.uk)
* Kenneth Howgill, Career Consultant; Email: [K.Howgill@bradford.ac.uk](mailto:K.Howgill@bradford.ac.uk)

# RC: BEA (Active Career Planner) – Menu of Activities for students (Sept 2020)