

# MY CAREER JOURNEY



Swansea University  
Prifysgol Abertawe



STUDENTS' CAREER JOURNEY:

A GUIDE FOR STAFF

#SeaYourFuture

**S E A**   
SWANSEA EMPLOYABILITY ACADEMY  
ACADEMI CYFLOGADWYEDD ABERTAW

# CONTEXT

My Career Journey depicts a career management process useful to students at Swansea and throughout their lives, based on guidance theory and research. We hope that it will be useful to you in your conversations with students; it ties together activities many students are already doing and encourages others to get involved. The journey can be started at the point most relevant to them.

One way students can take this journey is the SEA Award, either individually online or as part of an accredited module. The four SEA Award modules can be taken in any order: completion of one leads to the Award at Bronze level, two to Silver, three to Gold and all four to Platinum. The level completed by May of their final year will appear on their HEAR. For more on the Award see [myuni.swan.ac.uk/employability/swansea-employability-award-overview](http://myuni.swan.ac.uk/employability/swansea-employability-award-overview) You can also refer students to the "My Career Journey" A4 leaflet for students.

# RESOURCES FOR STAFF

## Career Journey Map explanation

[myuni.swan.ac.uk/employability/career-journey-map](http://myuni.swan.ac.uk/employability/career-journey-map)

## Information leaflets

[myuni.swan.ac.uk/employability/download-our-leaflets](http://myuni.swan.ac.uk/employability/download-our-leaflets)

## SEA services

[myuni.swan.ac.uk/employability/about-us-our-services](http://myuni.swan.ac.uk/employability/about-us-our-services)

## Higher Education Achievement Report (HEAR) and Gradintel

[myuni.swan.ac.uk/myuni-academic-study-services/gateway-to-employment](http://myuni.swan.ac.uk/myuni-academic-study-services/gateway-to-employment)

## Employer Videos

[myuni.swan.ac.uk/employability/employer-videos](http://myuni.swan.ac.uk/employability/employer-videos)

## Additional online 'Know Yourself' resources via 'Abintegro'

[myuni.swan.ac.uk/employability](http://myuni.swan.ac.uk/employability)

## Appointments with SEA Careers Advisers

[myuni.swan.ac.uk/employability/appointments](http://myuni.swan.ac.uk/employability/appointments)

## For more information on employability see

[www.swansea.ac.uk/employability-academy/academicstaff](http://www.swansea.ac.uk/employability-academy/academicstaff)

For resources and advice specific to your College or School see the Employability module for your College or School on Blackboard

For information on other Awards available within Swansea University (e.g. International, Sustainability and Discovery) see [www.swansea.ac.uk/employability-awards](http://www.swansea.ac.uk/employability-awards)

# 1. KNOW YOURSELF

(relates to **Know Yourself** module of the SEA Award)

## WHAT DO I HAVE TO OFFER?

Students need to understand their motivators, skills, personality and mindset, as these will influence and inform their decision making and choices.

## WHAT DO EMPLOYERS WANT FROM ME?

Students also need to develop a picture of the key skills employers look for from graduates and identify which of these they need to develop. Their experiences will provide a bank of examples enabling them to gain and demonstrate these skills.

### SUGGESTED DISCUSSION POINTS:

- Which aspects of their subject do they most enjoy?
- What motivated them to come to University/choose their subject?
- Are they aware of the core skills and attributes that all employers want from graduates?
- Are they engaged in extra-curricular activities to help them develop these skills and attributes?
- How aware is the student of the way in which they learn best?

### SUGGESTED ACTIONS FOR STUDENTS:

### DATE

Complete the 'Know Yourself' module of the SEA award  
[myuni.swan.ac.uk/employability/sea-module1](http://myuni.swan.ac.uk/employability/sea-module1)

Watch 3 employer videos available at  
[myuni.swan.ac.uk/employability/employer-videos](http://myuni.swan.ac.uk/employability/employer-videos)

Attend an employer led workshop to gain their view point  
[myuni.swan.ac.uk/employability/workshops-and-talks](http://myuni.swan.ac.uk/employability/workshops-and-talks)

Attend an employability workshop facilitated by the SEA team  
[myuni.swan.ac.uk/employability/workshops-and-talks](http://myuni.swan.ac.uk/employability/workshops-and-talks)

Start to develop your CV and Linked In profile  
[myuni.swan.ac.uk/employability/cvs](http://myuni.swan.ac.uk/employability/cvs)

Assess current 'Mindset' and identify ways to develop it by completing  
[myuni.swan.ac.uk/employability/mind-set](http://myuni.swan.ac.uk/employability/mind-set)

Follow SEA on social media

Additional actions .....

Additional actions .....

# 2. EXPLORE THE POSSIBILITIES

(relates directly to the **Get an Experience 1 and 2** modules of the SEA Award)

## WHAT'S OUT THERE?

Many graduate opportunities are available to students from a range of academic subjects. Whether they stay within their discipline or change field, what is possible for them will be ever changing, as outlined by Arti Kumar in "Personal, Academic and Career Development in Higher Education: SOARing to Success".

*"We live in a world where change is exponential...(preparing students) for a lifetime of uncertainty, change and emergent or self-created opportunity".*

## HOW WILL I DECIDE?

People have different decision making styles; some are very rational, others intuitive or community based while some may "go with the flow". It is useful to ensure that information is current and accurate, options are considered broadly and short term emotions are not allowed to dominate unhelpfully.

### SUGGESTED DISCUSSION POINTS:

- How aware is the student of the options available to them with their degree as a graduate, locally, nationally and internationally?
- What steps can they take to gain an insight into these options and develop their networks?
- How did the student(s) decide to come to Swansea, study their subject?

### SUGGESTED ACTIONS FOR STUDENTS:

### DATE

Explore and join SUSU societies and activities

Visit SEA's Employment Zone to apply for work placements, graduate jobs, part time work  
[myuni.swansea.ac.uk/employability/jobs-board](http://myuni.swansea.ac.uk/employability/jobs-board)

Investigate volunteering and opportunities with Discovery, the International Development Office and external organisations

Attend an employer led workshop to gain their view point  
[myuni.swan.ac.uk/employability/workshops-and-talks](http://myuni.swan.ac.uk/employability/workshops-and-talks)

Attend an employability workshop facilitated by the SEA team  
[myuni.swan.ac.uk/employability/workshops-and-talks](http://myuni.swan.ac.uk/employability/workshops-and-talks)

Learn more about decision making at [myuni.swan.ac.uk/employability/decision-making](http://myuni.swan.ac.uk/employability/decision-making) and assess their decision making style by completing [pebblepad.swan.ac.uk/download.aspx/166928/index\\_flash.htm?allowsript=true](http://pebblepad.swan.ac.uk/download.aspx/166928/index_flash.htm?allowsript=true)

Complete the Get an Experience module(s) of the SEA Award (if the student already has one or two sets 21hours+ experience)

Assess current 'Mindset' and identify ways to develop it by completing  
[myuni.swan.ac.uk/employability/mind-set](http://myuni.swan.ac.uk/employability/mind-set)

Follow SEA on social media

Additional actions .....

Additional actions .....

### 3. PLAN A WAY FORWARD

(reflects the **Plan and Make it Happen** module of the SEA Award)

#### BUILD EXPERIENCE, REFLECT AND FOCUS

The attributes, skills and knowledge employers require need to be evidenced through a range of experiences (gained through their curriculum, part time work, leisure activities etc.). It is important that the student can reflect on these and articulate the skills they have developed and their relevance to different situations (such as further study or employment).

#### DEVELOP A GOAL

Plans are more likely to be realised where there is a clear goal. Students often feel a pressure for this to be a job title (e.g. become a xxx), but it could be broader than this (e.g. gain experience with x client group, in x setting).

#### SUGGESTED DISCUSSION POINTS:

- Is the student aware of how employability is embedded into their curriculum e.g. through team activities, presentations, assessment methods, employer engagement etc.?
- What experience of the work place does the student already have?
- Do they recognise the transferrable skills they are gaining?
- Are they aware of the specific skills / experiences that may be needed in your sector and how to gain these?
- Are they aware of SUSU societies, College /School or departmental activities?
- Have they a goal? Is this SMART?

#### SUGGESTED ACTIONS FOR STUDENTS:

#### DATE

Reflect on the experiences they have had to date, perhaps through their CV	
Identify core skills which they feel they have and those they would like to develop	
Think about activities which would help them develop these	
Start the Plan and Make it Happen module of the SEA Award	
Go to <a href="https://myuni.swansea.ac.uk/employability/decision-making">myuni.swansea.ac.uk/employability/decision-making</a> and complete the exercise there	
Go to <a href="https://myuni.swansea.ac.uk/employability/swot-analysis">myuni.swansea.ac.uk/employability/swot-analysis</a> to identify a goal and carry out a SWOT analysis	
Follow SEA on social media	
Additional actions .....	
Additional actions .....	

### 4. MAKE IT HAPPEN

(reflects the **Plan and Make it Happen** module of the SEA Award)

#### UNDERSTAND THE RECRUITMENT PROCESS

Whether a student is applying for part time work, an internship, postgraduate study or a graduate job they need to understand the many stages of the recruitment process and the time scale involved; how long in advance will they need to apply and how long will the process take?

#### TAKE ACTION

Having identified a goal and carried out a SWOT analysis a student is ready to develop an action plan. A strong one will increase the chance of the goal being reached, and will cover issues such as:

- What steps do they need to take to achieve their goal?
- When do they need to do these by?
- What setbacks are they likely to face?
- Who/what can help them overcome these?

#### SUGGESTED DISCUSSION POINTS:

- Does the student have a thought through action plan they can articulate?
- Would it help them to write this down?
- Do they have a fall back plan i.e. are they multi tracking rather than single tracking?
- Are they forming their plan on current and objective information?

#### SUGGESTED ACTIONS FOR STUDENTS:

#### DATE

Draft an action plan using the advice and template at <a href="https://myuni.swansea.ac.uk/employability/action-planning">myuni.swansea.ac.uk/employability/action-planning</a>	
Attend SEA events such as the Employer Skills and Talks programmes, Careers Fairs etc. to learn about the recruitment process. See <a href="https://myuni.swansea.ac.uk/employability">myuni.swansea.ac.uk/employability</a>	
Explore the CVs and recruitment section of <a href="https://myuni.swansea.ac.uk/employability">myuni.swansea.ac.uk/employability</a>	
Explore postgraduate study at <a href="https://myuni.swansea.ac.uk/employability/postgraduate-study-introduction">myuni.swansea.ac.uk/employability/postgraduate-study-introduction</a> and attend relevant open days	
Complete the Plan and Make it Happen module of the SEA Award	
<b>Follow SEA on social media</b>	
Additional actions .....	
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