BECOME UNSTOPPABLE

University of Salford MANCHESTER

YOUR STUDENT EMPLOYABILITY GUIDE

WELCOME ABOARD

Congratulations on becoming a University of Salford student! We are so pleased you are joining us and want to help you make the most of your time at University.

We're eager to let you know about some of the employability enhancing support and opportunities that we provide to help you explore your future, engage successfully in your studies, and develop skills and competencies that will help you achieve what you decide to do beyond your time as a student at Salford.

You might be clear about what you want to do in the future after your studies, you might not know yet, or you might change your mind several times while studying at Salford. Whatever stage you're at, we want to inspire and support you in exploring, deciding on and achieving what you want to do in life, whether that's employment, self-employment, further study or something else.

In today's competitive job market, it's important to stand out. Employability skills, sometimes called 'soft skills' or 'transferable skills' can help you do that.

This booklet explains some of the support and opportunities on offer at the University and we encourage you to engage with this support early on to enhance your employability and to make the most of your time at Salford.

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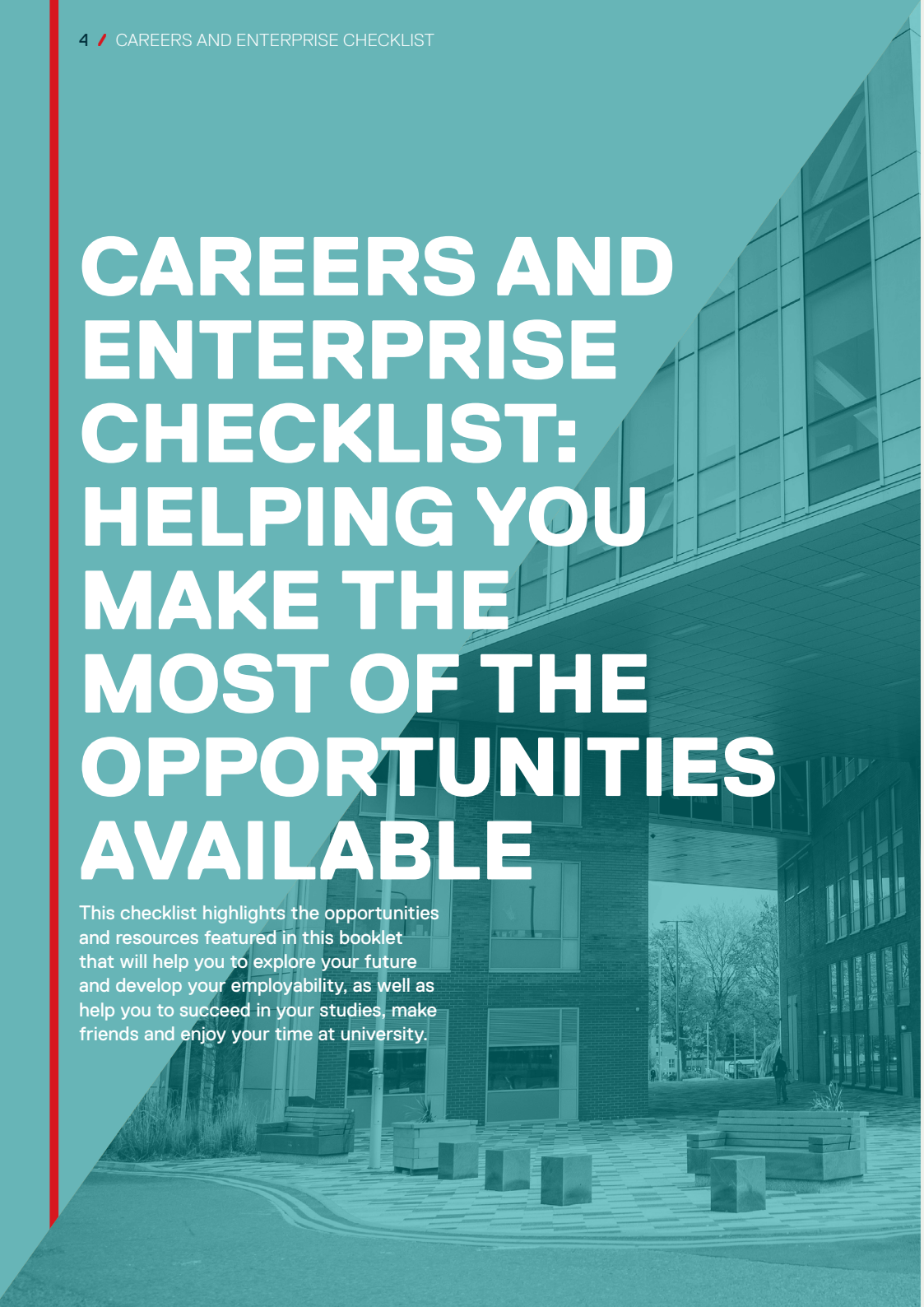


CAREERS AND ENTERPRISE CHECKLIST: HELPING YOU MAKE THE MOST OF THE OPPORTUNITIES AVAILABLE

This checklist highlights the opportunities and resources featured in this booklet that will help you to explore your future and develop your employability, as well as help you to succeed in your studies, make friends and enjoy your time at university.

- [x]
- [ ] **Explore your career options -** use the Careers and Enterprise resources and advice to explore your future options, including employment, further study and setting up your own business:
  - Visit **salford.ac.uk/careers**
- [ ] **Develop your job-seeking skills -** including searching for job vacancies, writing a CV, completing job applications and preparing for interviews:
  - Visit **salford.ac.uk/careers**
- [ ] **Get ready to learn -** Find out how to develop your study, professional and digital skills to help you prepare for independent learning:
  - Visit **salford.ac.uk/skills/get-ready**
  - Develop your academic learning skills at **salford.ac.uk/skills**
- [ ] **Learn how to set up your own business -** access support, inspiration and advice to discover how to develop your business ideas and business start-up skills:
  - Visit **salford.ac.uk/careers**
  - Discover the Launch business incubation facility at **salford.ac.uk/our-facilities/launch-salford**
  - Join the Enactus student society at **salfordstudents.com/groups/enactus--2**
- [ ] **Make the most of the University of Salford Students' Union -** take advantage of opportunities to develop your employability, make friends and have fun:
  - Volunteer through **salfordstudents.com/volunteering**
  - Join a sports club at **salfordstudents.com/sport**
  - Join a society at **salfordstudents.com/societies**

Develop your employability skills and earn money through a part-time job - access and apply for part-time paid job vacancies working for the University, Students' Union and local employers:

- Visit the part-time jobs fair in early October to speak to local employers and search student job vacancies online at **salford.ac.uk/careers**
- Register with Unitemps recruitment agency at **unitemps.com/branches/university-of-salford/**
- Access and apply for jobs with the Students' Union at **salfordstudents.com/jobs**

Think about the employability skills listed in this booklet - consider which skills you already have, you could develop, or develop further:

- Visit **salford.ac.uk/careers**

Engage in mentoring and other opportunities - to enhance your personal and professional development:

- Visit **salford.ac.uk/askus**

Read on for more information about the careers support on offer at the University of Salford.

CAREERS AND EMPLOYABILITY SUPPORT

The University's Careers and Enterprise team is here to help you make the most of your skills and experience, preparing you for the next stage of your career. We provide information, advice and support to help you explore your future career options, including information on setting up your own business and working for yourself, as well as helping you to evidence your employability to potential employers.

We offer opportunities to meet employers through events such as careers fairs and can also help you to find job vacancies and enhance your interview skills. Our team provides a range of online resources, workshops and 1:1 appointments to help you explore your future career path and develop your employability.

You might have heard the word 'employability' being used when people are talking about graduate jobs. But what is it? Employability is all about what skills you have and how you can demonstrate to employers that you have these skills.

Much of the ordinary, everyday activity that you undertake as a student can contribute to your employability development, e.g. working in groups, planning projects, undertaking part-time work and giving presentations.

Our services:

/ Career advice
CVs, applications and interview preparation, developing your skills, information on further study and your future career.

/ Enterprise
Support with starting a business, and to develop creative thinking, pitching, management and other enterprise skills.

/ Appointments
Impartial and confidential advice and guidance for students and graduates. We can advise you on CVs, applications, further study, placements, job-hunting and more.

/ Finding a job and a work placement
Use our online vacancy service to search for graduate roles advertised by employers working directly with the University.

As well as specialist technical skills that are usually related to a very specific occupation (e.g. C++ programming in IT jobs or different types of engineering jobs), a lot of employability skills are soft skills: these are the ones which enable you to become more effective in your day-to-day working role, and which you will keep developing throughout your working life.

Employers expect candidates to offer more than a good academic record and degree. They also look for work experience (relevant if possible) and evidence of employability skills such as communication, teamwork, organisational and problem solving skills. Employers also look for rounded individuals – they want evidence that you have developed your skills outside of your studies, through involvement in clubs and societies or through part-time jobs and voluntary work.

OPPORTUNITIES TO ENGAGE WITH EMPLOYERS

We provide lots of opportunities to build relationships with employers, to be inspired by them and learn about their employment opportunities. These include events such as careers fairs and the chance to apply for internship programmes with employers.

Student Stories

/Credit
Cassandra Lane Photography

Maddy Plant

MSc Marketing.
Digital Marketing Intern at That's Her Business.

Internships provide opportunities to gain great work experience, develop employability skills and explore future possible careers options. Maddy's story demonstrates how beneficial internship experiences can be.

That's Her Business was set up in 2019, to support female entrepreneurs during their self-employment journey. They offer branding and web design services to women setting up in business. As part of the internship Maddy was responsible for developing and implementing a social media marketing strategy for the business, which included managing and creating content for social media platforms and the website.

"My passion for marketing pushed me to come back to study my MSc after two years. My background wasn't business related at all, so it w as quite scary to make the decision to change my subject area. But I've really enjoyed it, it has set me up for my future career intentions." Explains Maddy.

About her internship she says: *"I've enjoyed finding out the day to day jobs of running your own business. Gemma [owner of That's Her Business] has been really kind and helpful, she has guided me through this process with her expert knowledge. I have been able to put all the theory at university into a real company. I've had so much fun being able to create my own content on a weekly basis."*

Careers fairs

Careers fairs are a great chance for you to start to talk to employers in order to find out more about them, ask how they recruit to their business, build up your contacts, and possibly be invited to complete an application form in order to be considered to work for them after your studies. Careers fairs are also the time to make a good first impression to potential employers or lead you to a future employment/work experience opportunity.

Careers fairs run throughout the autumn and are a great way for employers to meet students and graduates.

Look out for information on our forthcoming events:
salford.ac.uk/careers

GAIN ACCESS TO JOBS AND PLACEMENTS

We work directly with employers to find or create opportunities for our students.

Current students and graduates are given free online access to a range of part-time jobs, year-long and summer placements, graduate jobs and volunteering opportunities with local, national and international employers.

You can access jobs to fit around your studies or during vacation periods, and can access placements to undertake while you're still completing your course.

All our vacancies are hosted on our dedicated 'Advantage' website and you'll be able to access the site as soon as you have registered as a student.

Your course may have a member of staff who has responsibility for work placements. They are usually known as the Placements Tutor. Their role is to provide support and information about placements. Your placement tutor should also know about any upcoming placement-related events. You can also find out information about placement opportunities and events on your school web pages and Blackboard.

To find out more and search for vacancies, visit: **salford.ac.uk/careers**

GETTING AHEAD IN YOUR STUDIES

Thinking about what skills you might need to succeed at Salford? If you're not feeling ready, or you're concerned about everything you don't know, don't worry, so is everyone else.

Starting university is an exciting time, and whatever your background, the step up to university-level study can be challenging as well as rewarding. You are beginning a journey to develop as an independent learner, become an expert in your subject, and leave as a highly employable graduate.

Your course will guide you on that learning journey, and you'll have many opportunities to develop your skills and experience along the way.

Our Academic Skills support can help you at all stages of this journey so you can get where you want to go. You'll find lots of interactive and engaging e-learning content on our website **salford.ac.uk/skills**. This is designed to help you succeed in your course by developing your study, professional and digital skills. Our friendly team also offer year-round workshops, online and on campus, and can provide one-to-one support too if you need it. So, whether it's writing that first essay or report, giving your first presentation or using new digital tools, we can help you achieve your best.

If you'd like to get a head start on your learning journey, visit: **salford.ac.uk/skills/get-ready**

ENTERPRISE SKILLS AND BUSINESS START-UP SUPPORT

Enterprise - it's a word you should know, even if you're not a business student. An enterprise can be freelancing, a business, a social enterprise or even a large and complex or smaller temporary project, but being entrepreneurial isn't just about starting your own business or working for yourself.

Why be enterprising?

Employers often look for students or graduates with an entrepreneurial mindset and adaptable business skills. They want people who can identify opportunities, demonstrate creative thinking and who are commercially minded. Enterprise encourages people with a business idea to develop their idea further, but it also supports the development of a wide range of skills valued by employers.

We run an exciting programme of events across the academic year providing opportunities for you to develop your entrepreneurial skills.

salford.ac.uk/careers

Do you have a business idea you need help with or are you looking to develop your business skills to make you more attractive to potential employers?

Start-up support

The University provides access to a range of funding opportunities for students looking to explore new ideas or to accelerate the growth of a business venture.

You can access grants and the opportunity to pitch for vital start-up funding. The enterprise team can also help you raise the funds you need, connecting you to available funding opportunities across the wider University and business community.

If you have an innovative project or idea and need funds to make it happen, why not take a look at FundUs, the University's crowdfunding site specifically designed to support student success.

Visit: **fundus.salford.ac.uk**

Enterprise skills and resources

Our enterprise tool kit is full of helpful tips, advice and resources so you can learn more about what it means to be enterprising and how to build important business skills. Our practical resources are also here for you to learn about becoming self-employed and to help you plan your next steps.

These include live masterclasses led by business advisors as well as on demand tutorials available via LinkedIn Learning. We also offer 1:1 business mentoring support with our enterprise advisors and a day-long start-up school held three times a year.

If you have a business idea, the enterprise team would love to meet with you to discuss how they can help. Call us on 0161 295 0023 (option 5) to speak to one of our friendly team or email careers&enterprise@salford.ac.uk.

Find out more at: salford.ac.uk/careers

Student social enterprise network / Enactus

Enactus is an international non-profit organisation dedicated to inspiring students to improve the world through entrepreneurial action. Participation in Enactus provides you with the opportunity to make a meaningful difference in your community.

As a member of an Enactus team, you'll be joining a worldwide network of more than 75,000 other students all making their own contribution toward the shared mission of creating a better world. Through Enactus you'll have the chance to network with recruiters from some top companies and have access to career resources to help you transition from university to the workplace.

For further details: salfordstudents.com/groups/enactus--2

LAUNCH @SALFORDUNI

The University can help you unlock the potential of your business idea with Launch, our business incubator.

Launch @SalfordUni is our very own business incubator - a space for our students to work on business ideas, learn the skills to become successful freelancers and unlock your entrepreneurial potential.

At Launch you can share your journey within a community of other start-up businesses and freelancers. You will have access to an exclusive training programme of workshops, events and business mentoring in partnership with GC Business Growth Hub as well as having our dedicated enterprise team on hand to work with you at every stage of your start-up journey.

The programme includes drop-in sessions with our academic colleagues and inspirational enterprise stories from established entrepreneurs. You will also have access to grants and the opportunity to pitch for vital start-up funding.

This exciting package is **FREE** for University of Salford students and recent graduates, but you need to apply for a place in order to become part of the programme.

Find out more at: salford.ac.uk/our-facilities/launch-salford

Student Stories

Azeem Amir

Business Management with Sport

As well as studying for his degree, Azeem, from Rochdale, is a qualified sport and football coach and plays blind football professionally around the world with England. He has been blind since birth and uses his passion for sport as a tool to inspire and engage young people. He has made the most of the opportunities and support available from the Careers and Enterprise team at Salford to start his own business, Learn with ESS.

Learn with ESS is an initiative that uses Education, Sport and Speaking (ESS) based activities to provide a unique and interactive team experience whilst addressing stigmatised issues surrounding disability.

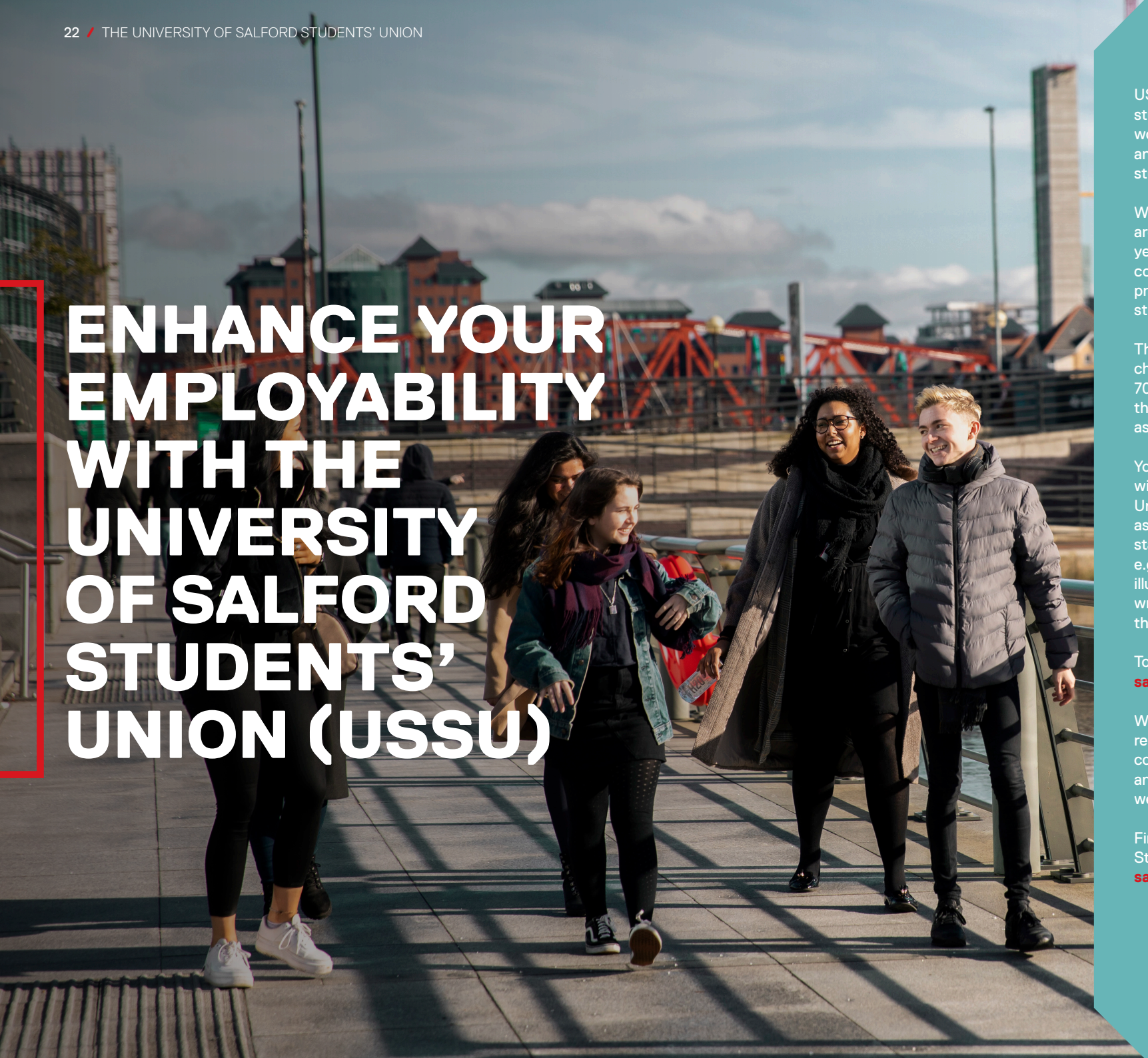
Azeem first heard of the Enterprise team in 2017, when they attended his first-year induction talk at Salford Business School. He then attended events such as the Business Careers Fair and it was there he spoke to the team about starting his own business. In 2019 he set up Learn with ESS after being accepted onto the Launch@Salforduni training programme, as well as attending a range of masterclasses and the Start-Up School. He was also awarded a £2,000 Santander Start-up Grant based on successfully completing Launch training and growing his business.

With the help of the Launch business incubator, Azeem developed a workshop which incorporates classroom-based activities on learning, visual and hearing impairment awareness, and a practical Paralympic taster session on sports such as blind football and goalball, and a motivational talk from a local role model or athlete.

Azeem and his team started successfully piloting his business in March 2020 in local schools and colleges, and over the last year more than 20 schools, football clubs and businesses nationally have benefitted from his virtual programme, with several schools now signed up to his face-to-face workshops. He has also partnered with the National Citizen Service to introduce his programme into English Football League Clubs and community trusts including Blackburn Rovers, Oldham Athletic, Preston North-End, Salford City FC and Rochdale AFC, and is even in talks with the Football Association to expand his workshops internationally.

Azeem says,

"Launch incubator has given me the opportunity to develop a basic idea that I was very passionate about, into a fully registered trading business with a strong business plan, a legal structure, market strategy and cost budget analysis. The staff and the kick-starter business growth hub programmes have given me the tools I need along with the guidance to develop my idea and allowed me to see the success of my hard work."



ENHANCE YOUR EMPLOYABILITY WITH THE UNIVERSITY OF SALFORD STUDENTS' UNION (USSU)

USSU is the representative body for all students at the University of Salford. We work in partnership with the University and other stakeholders to ensure that all students love their life at Salford.

We're led by five Student Officers who are elected from our membership each year. We support over 500 student course representatives and provide professional advice to around 2,000 students each year.

The students' union also encompasses championship winning sports teams, over 70 student societies, events drawing thousands of students, campaigns, as well as a café, a bar, and a nightclub.

You can apply for lots of different jobs with the University of Salford Students' Union. These include paid roles, such as bar staff, events and promotional staff, casual staff and creative staff e.g. photographers, graphic designers, illustrators, videographers, artworkers and writers. There are also elected paid roles as the USSU President and School Officers.

To view opportunities and apply, go to **salfordstudents.com/jobs**

We also offer unpaid roles as student representatives, student activities committee members and peer mentors and as a not-for-profit charity, we always welcome volunteers!

Find volunteering roles approved by your Students' Union: **salfordstudents.com/volunteering**

USSU UNIVERSITY OF SALFORD STUDENTS' UNION
Love your life at Salford

Clubs and societies

You can also join or set up an activity/sports group and be part of a committee role, gaining valuable real workplace skills. Student activities committee roles are another excellent way to gain valuable work experience. Showing participation in extra-curricular activities is a great thing to add on your CV.

Positions of responsibility in clubs and societies include roles such as president, treasurer, team captains, events and fundraising officer and media and publicity officer.

For a list of Sports clubs visit **salfordstudents.com/sport**

For a list of Societies visit **salfordstudents.com/societies**

/ Your elected Student Officers for 2021/22
Festus Robert (top), Desrae Ogden, Akeem Ojetola, Cynthia Onyemuwa and Eyad Abouelkhair.

Become a course representative

Every level of every course has a student who volunteers to represent the academic interests of their peers to the University, known as Course Reps. As a Course Rep your role is to feedback on how the course is going and to bring about change to ensure students receive quality education.

As a Course Rep you need to be willing to volunteer a few hours of your time each week. You will need to speak to students and attend meetings with staff within your school to improve the student experience at Salford.

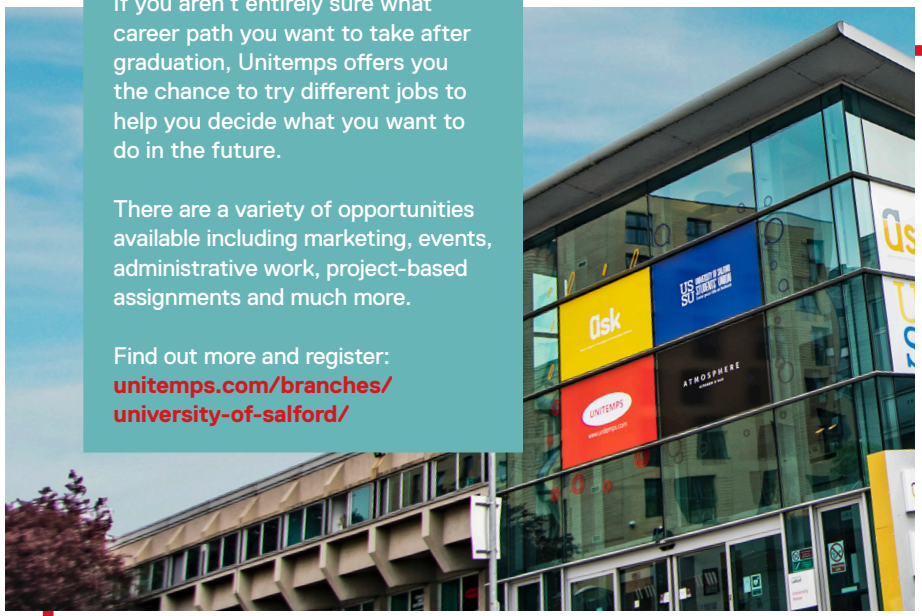
For more information go to: **salfordstudents.com/student-voice/reps**

GAIN EXTRA SKILLS AND INCOME WITH UNITEMPS

Unitemps is our on-campus recruitment agency that offers paid part-time and temporary work that will boost your CV and provide valuable workplace experience.
If you aren't entirely sure what career path you want to take after graduation, Unitemps offers you the chance to try different jobs to help you decide what you want to do in the future.

There are a variety of opportunities available including marketing, events, administrative work, project-based assignments and much more.

Find out more and register:
unitemps.com/branches/university-of-salford/



We want to enable you to develop employability skills, (sometimes called competencies by employers), that will help you succeed in your studies, as well as help you secure and succeed in employment or in working for yourself in the future.

There are many employability skills valued by students and graduates pursuing different career and life goals. Using graduate labour market research and the experiences and views of our staff, students and employers, we've listed some of the most vauled employability skills below to encourage you to start identifying which skills you may already have, and which skills you want to develop to equip yourself to succeed in your studies and beyond.

EMPLOYABILITY SKILLS

We are eager to support you to:

- Explore and understand each skill.
- Explore relevance of each skill to your potential future career options.
- Identify your own strengths and development needs for each skill.
- Identify and take actions to develop or improve skills, including accessing our support.
- Develop a bank of evidence of using these skills effectively, to outline to potential employers, or to evidence with potential customers and investors if you become self-employed.

Key employability skills

- Communication
- Critical thinking and problem solving
- Data literate
- Digitally literate
- Industry aware
- Innovative and creative
- Organised and effective
- Proactive leader
- Reflective lifelong learner
- Team worker

We want to help you to be ready for your future by supporting you to:

/ Be professional
Adapt your behaviour to each situation, be punctual, well-presented and emotionally intelligent.

/ Be an effective communicator
Clearly articulate through verbal and written communication, through presentations and develop appropriate questioning and listening techniques.

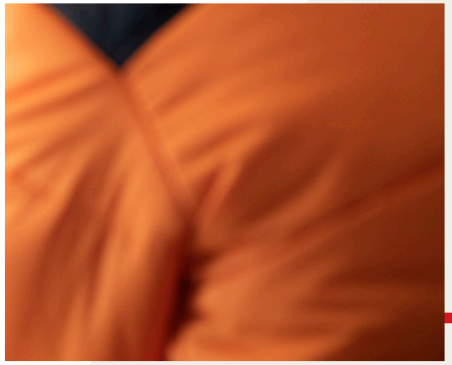
/ Be adaptable
Respond to challenging and evolving situations.

/ Be proactive, determined and ready to take chances
Make things happen when dealing with challenges and be resilient in the face of setbacks.

/ Be connected
Interact face-to-face and through social networks and digital platforms.

/ Be ready to work with others
Able to work alone, value the input of others, recognise the skills needed to maximise the contributions of other team members.

/ Be curious and reflective
Have an inquisitive mind that enables you to question, evaluate and challenge assumptions.



MENTORING PROGRAMMES

The University offers a variety of mentoring and leadership activities designed to help you be successful on your course and to progress on to life after graduation.

Mentoring schemes can support you to set yourself achievable goals, increase your confidence, and develop your skills and knowledge. Opportunities include longer term programmes, such as our Industry Advice Scheme, as well as short-term professional development courses such as the Front Runner Leadership Programme.

The Industry Advice Scheme

This scheme matches current students with an industry professional from our alumni community. Should you apply to this scheme, you would meet regularly with your mentor over a six month period. Your mentor would talk through your career goals and help you find the right information to help you make considered decisions to achieve your ambitions.

In addition to the Industry Advice Scheme the University has a number of industry partners who work with us to provide mentoring activities. In some cases these schemes may be directed at students from under-represented backgrounds such as students from Black, Asian, Minority Ethnic backgrounds or students who are disabled. The aim here is to help students to overcome any challenges they may experience due to restrictions imposed due to society.

Our Alumni team have an online platform whereby alumni can make contact with other alumni in order to establish a mentoring relationship. This provides graduates with a great opportunity to network with others well beyond graduation and helps them continually enhance their career progression.

Front Runner Leadership Programme

In addition to mentoring, the University also runs the Front Runner Leadership Programme. The scheme is delivered by Common Purpose, an organisation that works with young people from all over the world. Run over three days, a range of industry partners from the Greater Manchester area talk to the course participants about their leadership experiences and how they get the best out of their teams. Part of the course involves student participants visiting some of their organisations, being given a real-life problem to solve and feeding back their recommendations as a team.

Mentoring schemes do not run on all courses, however on occasions students themselves have identified a need for mentoring and have worked with their programme leaders and the central mentoring and success team to get a scheme up and running.

Find out more about our mentoring opportunities:

salford.ac.uk/askus/careers-jobs-and-my-future

SUPPORT BEYOND YOUR STUDIES

Your relationship with the University begins now but continues long after you graduate. As a member of the alumni community, we are committed to offering you lifelong careers and enterprise support and access to our resources.

We can give you personalised and general careers advice, information on enterprise and working for yourself, help you find a job and host events such as careers fairs and masterclasses.

These services and opportunities are aimed to help you capitalise on employment opportunities after you graduate.

/ Current vacancies
A searchable database of paid and volunteer opportunities, graduate jobs, placements, work experience and internships.

/ Events
Employer presentations, careers fairs, and enterprise activities.

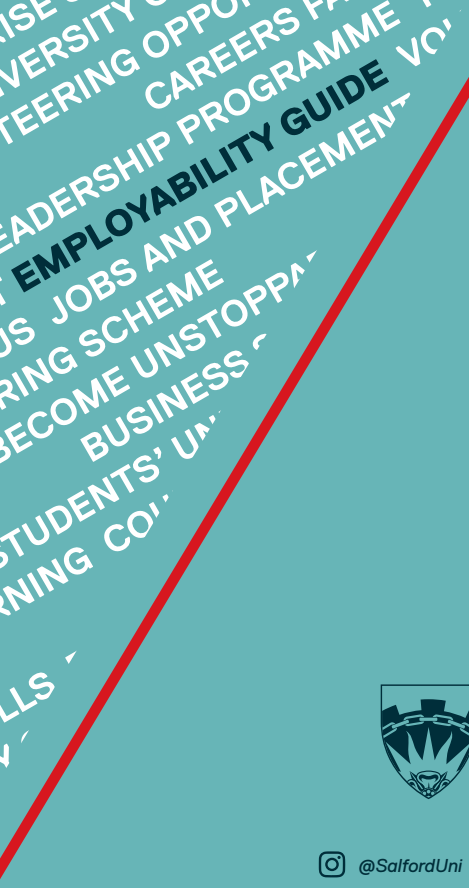
/ Masterclasses
Find and book onto career and skills development workshops to suit your needs, for example, improve your CV, job searching strategies and much more.

/ Resources
Easy to access information at a glance.

/ Advantage
Customise your Advantage home page and discover the wealth of information we have to offer, such as fact sheets, how-to guides, sources of vacancies, sample CVs, news and FAQs.

/ Careers advice
Book an appointment; ask us a question.

salford.ac.uk/careers



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