

Your talent. Your future.

Professional Training placements
and careers guidance 2016-2017





THE  TIMES
THE SUNDAY TIMES

University of the Year
and
University of the Year
for Student Experience

4th

IN THE GUARDIAN
UNIVERSITY GUIDE
2017

5th

IN THE 2015
NATIONAL STUDENT
SURVEY*

95%

FOR GRADUATE
EMPLOYABILITY
(HESA)**

*Surrey has been ranked fifth out of 139 Higher Education Institutions (excluding specialists) across England, Wales, Scotland and Northern Ireland, achieving 92 per cent overall student satisfaction.

** Figures based on destinations of UK graduates reveal that over the last five years on average 95% of Surrey graduates are in employment and/or further study six months after graduating, based on data from the Higher Education Statistics Agency (HESA).

LOOKING FOR A CAREER, NOT JUST A JOB?

APPLY NOW AND BE INSPIRED.

WE ARE LOOKING FOR STEM STUDENTS TO JOIN US AS:

- TECHNICAL DELIVERY GRADUATES (INCLUDING ELECTRONIC ENGINEERS)
- CONSULTING GRADUATES

For more details please visit: www.baesystems.com/mergingtalent

WHAT IS A PROFESSIONAL TRAINING PLACEMENT?

We're proud of our track record for graduate employability. One of the main reasons for our success is our Professional Training placement programme, which, with over 2,300 partner organisations in the UK and overseas, is one of the largest in the world.

The Professional Training placement year provides the opportunity for you to spend twelve months working in industry, commerce, the public sector or in a research institute. It increases your understanding of your subject, gives you real insight into your career potential, and develops your professional experience. It can be invaluable in developing work-based skills and helping you secure your graduate career.

For the majority of programmes the placements occur during the third year of study. Your Professional Training Placement Tutor will be a useful source of advice about where to secure a suitable placement.

A unique feature of the Professional Training placement is that it is part of the degree, is assessed and counts for 120 Level P credits towards the total credits for your degree (480 credits for four-year degrees and 600 credits for five-year degrees).

How long are placements?

Most Professional Training placements last for a year. They must last at least 30 weeks, but generally most employers want students to work up to a year. Students on some degrees can opt for a six-month work placement and a six-month study exchange at a partner university as part of their placement year.

Placements abroad

Surrey has contacts with companies all over the world, so you could choose to secure a Professional Training placement abroad. If you go to another part of Europe, you'll be eligible for Erasmus+ funding; this provides a small stipend to supplement any income you receive on placement.

Employers are looking for adaptability, flexibility and a sense of adventure. Do a placement abroad and you'll become a different person: more globally aware, appreciative of another culture and, in many cases, with mastery of another language. To check where you can go on exchange or to undertake a laboratory placement, visit: surrey.ac.uk/globalexchanges

The International Relations Office provides support to all students who choose to go abroad on a placement to ensure you have a fulfilling experience.



💬 I discovered what I wanted to do in the future. 💬

💬 At Surrey, the majority of students undertake a placement, and I think it would be rare to find anybody who didn't find it a thoroughly useful experience.

I worked within the Wet Chemistry team in the Analytical department at BP Castrol. There I had my first ever experience of research, which I discovered I really enjoyed. I was working on a system to automate oil deformation, looking at the different components in oils.

I chose the placement as I thought it would be an interesting area, and working in a multinational company as large as BP was an exciting prospect. I've always had an interest in cars and motorsport, so seeing what goes on in the development areas of a company in these markets was something I was keen to explore.

My placement taught me that my future lay in research. I got a very good report from the company, which I used for my PhD application. Now I enjoy talking about the benefits of placements at Applicant Days. Not only was I paid for a year – I also discovered what I wanted to do in the future. 💬

Dan Reid

MChem in Chemistry
PhD Student in Chemistry
Placement with BP Castrol

SURREY'S TALENT FOR THE FUTURE

☞ Surrey led the field in introducing a Professional Training placement for students in 1955. The University of Surrey is one of the pioneers of Professional Training placements, with a history dating back to the late 19th century.

Placements are a crucial part of the personal and professional development process which runs throughout the undergraduate programmes at Surrey. Professional Training is about helping you to be more prepared for the world of work or postgraduate study after graduation, and equipped to adapt to the changing demands of the workplace. Our students tell us their placement transforms their lives and their career choices.

The Professional Training programme is a partnership between three parties – the University, the placement provider and you. On beginning your placement you will discover that Professional Training is much more than just work experience. You will be working in a professional environment where your academic and personal potential can develop, helping you to become a fully rounded and reflective individual. These qualities are widely recognised by placement providers, and a significant proportion of placement students at Surrey are offered permanent graduate employment. Surrey students go on to secure graduate roles in most of the leading companies in the UK and around the world. ♥♥

Keith Herrmann
Director of Employability and Careers





💬 I learned to communicate effectively. 💬

💬 I spent six months with Airbus and six months at Surrey Satellite Technology Ltd (SSTL), which gave me the opportunity to compare and contrast two very different working environments.

Originally from Sweden, I was attracted to Surrey because it offered a course that really interested me. I liked the fact that the University is actively involved in the space industry - not just for research but also for commercial activities - through SSTL and the Surrey Space Centre (SSC).

At Airbus I worked on functional verification testing and simulating satellites. I was given a lot of responsibility, and got to programme tools which will help the company in the future. I also learned to communicate effectively, work independently, and fit in with the Airbus company culture, which is highly professional with great emphasis placed on confidentiality.

At SSTL I worked in the in-orbit testing department for Galileo (a GPS system of the near future). I was responsible for programming tools to help automate tasks, aimed at saving time and money. 💬

Vilma Wilke
MEng Electronic Engineering with
Space Systems

THE PLACEMENT SCHEDULES

Level 1 (first year)

You'll spend your first year studying your subject and gaining the skills and understanding that will help you during your Professional Training placement.

Level 2 (second year)

In the second year, you discuss your own particular subject interests, abilities and wishes with your Professional Training Tutor. Some employers may make presentations about their companies at the University. Placement opportunities are also widely advertised by the Employability and Careers Centre via a Professional Training Year (PTY) SurreyLearn website. All students on a four-year Undergraduate Programme are automatically registered for the PTY SurreyLearn site. You will find a lot more information here about how the placement programme works in your School or Department.

Level P (third year)

In the third year of your degree programme you'll be a full-time employee (either in the UK or abroad) of the company that offered you a placement. You will be supported by an academic who is your Professional Training Tutor, and who also visits you while on placement. You also have to complete written reports about your placement for the University.

Level 3 (fourth year)

You return to the University of Surrey campus for the fourth and final year of your degree programme in most cases. Written reports about your training period are taken into account for assessment and feedback. The experience of the year in a professional environment influences project work and study in the final year, and students invariably return with fresh interest in their subject, having seen its relevance in a working context.



The Professional Training programme offers a unique experience in terms of gaining access to the world of work as an integral part of your studies: meeting employers, developing job search skills and acquiring the employability skills that employers look for.

Our academics work with our Careers Advisers to bring career relevance to the subjects you study, and (alongside the team in the Employability and Careers Centre) help to prepare you for your placement, ensure you have first-rate professional and personal skills, and receive the best learning opportunities.

You'll have access to a wide range of support, including:

- » One-to-one advice on placement options
- » Where to find placement opportunities
- » Support with online applications, CVs, aptitude tests, interviews and assessment centres

Most placement opportunities are paid, but some are unpaid due to the employer's requirements or the nature of the industry.

Additional financial support is available to students who meet the University's criteria; this is mainly to help students go on placements in Europe under the Erasmus+ programme. The Government has stated that the referendum result does not immediately affect students currently on Erasmus+, or those considering applying in 2016-2017 to do an Erasmus+ placement abroad.

Our degree programmes have been specially designed to incorporate professional experience and develop personal and work-based skills. The combination of personal development, academic learning and real-world application make for an unbeatable blend of skills, knowledge and professional experience.

Surrey has longstanding relationships with leading industries and professional bodies. They say that our Professional Training placements are an excellent way for students to experience the world of work, gain practical experience and develop the employability skills that employers want.

💡 My placement was a wonderful opportunity to learn about the key questions being answered in science through the use of innovative technology.

I spent my Professional Training placement year with the Science and Technology Facilities Council (STFC).

Working in the External Innovations and Global Challenges department, my main project was to capture and record the scientific impact of STFC-funded projects.

I improved my networking and team-working skills hugely during my Professional Training year, getting the opportunity to attend a number of collaboration events. Through these events I was able to build a good rapport with academics from external institutions.

The Professional Training year was a big factor in my decision to study at Surrey and I would recommend taking up this option to anyone looking to study my subject. Getting a taste of the graduate world whilst you are still a student is so worthwhile.💡

Gayathri Eknath
BSc Physics with Nuclear Astrophysics

💡 The Professional Training year was a big factor in my decision to study at Surrey.💡





OUR EMPLOYABILITY AND CAREERS CENTRE

From the latest job vacancy information to inspiring talks and employability workshops, our Employability and Careers Centre will help you transform knowledge and skills into the tools you need for a successful career or postgraduate study.

Our careers team offer a wide range of support, including one-to-one advice, innovative events and access to employer directories to help you explore the exciting opportunities available after University and navigate the different stages of the recruitment process.

Whatever your degree or stage of study, the Employability and Careers Centre is open year-round, with help available online as well as face-to-face in our office, located at the heart of the Stag Hill campus.

Careers support available to Surrey students:

Advice

We're here to help you take the next step, whether you're just starting to think about what you want to do after you graduate, or even if you already know. If you're on your Professional Training year, or are a part-time student, we can still help you.

Guidance

When you pay a visit to our office you'll discover that we have lots of free information. Why not look around to get some inspiration? If you can't find what you're looking for, one of our team will be happy to help. The information available in the office is divided into different sections, including the following:

- » Your degree... What next?
- » Job hunting guidelines

Quick Query sessions

Our Quick Query sessions are a great opportunity for you to chat to an adviser about any kind of career-related query you may have. These 15-minute sessions are also useful if you need to get a CV checked and want advice on how best to go about it.

Guidance appointments

If you feel you need to talk to someone in more depth, then a guidance appointment is for you. You can book a longer, more in-depth discussion with an adviser linked to your subject. Your appointment will be a private and confidential one-to-one conversation about any career-related issues.

Careers fairs

Two major fairs take place each year to coincide with employer recruitment cycles. In the autumn, the focus is on applications for graduate roles and placements. In the summer, the emphasis is on immediate starts and early opening campaigns as well as work experience and summer internships. At these fairs you'll have the opportunity to talk to representatives of potential employers from every sector, as well as people from professional bodies and voluntary organisations.

The event provides you with the chance to pick up information packs about the companies you're interested in, but also to find out about their graduate schemes and to get a good idea of what employers look for when you're applying for a job.

Skills workshops

In these interactive workshops, we'll encourage you to get involved and practise the skills you need to plan your career and market yourself effectively and with confidence.

Careers networking events

These events are mostly held in the evenings and involve many speakers from organisations all over the country. Our speakers focus on popular career areas with talks on everything from law, technology, self-employment, to work in the charity or not-for-profit sector.

Careers talks and employer-led workshops

Come along to one of these events and you'll meet experienced graduate recruiters who'll show you what you need to succeed in the interview process and in the workplace. With top employers involved, they're also great networking opportunities.

Employer presentations

This is your chance to talk to senior managers and recent recruits to get an insight into the opportunities employers can offer. These presentations will also provide you with tips on how to make your application stand out.

Your destination

If you want more ideas and details on career options, have a look at the national statistics. Results from universities across the country can be found here:

hecsu.ac.uk/current_projects_what_do_graduates_do.htm

Our support for your career doesn't end once you graduate – our alumni can access the Employability and Careers Centre for life, and can benefit from face-to-face appointments for three years after leaving the University.

About our Employability and Careers Centre:

- » Figures based on destinations of UK graduates reveal that over the last five years on average 95% of Surrey graduates are in employment and/or further study after graduating, according to data from the Higher Education Statistics Agency
- » The latest average starting salary for Surrey graduates was £23,664
- » We hold two Careers Fairs each year, with 100+ organisations at each
- » Our Employability and Careers Centre has been shortlisted for two national awards in the last three years
- » In 2015, our Careers Service was ranked 14th out of 172 institutions in 18 countries in the independently conducted i-graduate Student Barometer

💬 I made it very clear to the undergraduates I spoke with how lucky they are to have you, your workshops and the Careers team at their disposal. From my own expectations and observations, you presented some terrifically insightful information very well. 💬

David Stephens
The Employmentors





💬 I could not have had this phenomenal experience without the support of the University. 💬

💬 I have had some incredible opportunities at the University of Surrey which have opened my eyes.

I spent my placement year at Eagle Radio, and I could not have had this phenomenal experience without the support of the University. I would say the placement year is essential because I learnt an incredible amount that completely changed my perspective on the whole of the entertainment industry.

I got to do a bit of everything, from presenting live on air to producing podcasts, promos and adverts. I led tutoring in schools, developed an online social-media law course, stage managed live events and much more. I was given a high level of responsibility and I have learnt that show business is what I want to do for the rest of my life.

This course has opened so many doors for me because it is so broad and flexible. I feel confident that I can get a job in my specialist area once I graduate because of the skills and experience I have acquired on the Theatre and Performance course. 💬

Andy Plom
BA (Hons) Theatre and Performance

GETTING STARTED WITH YOUR CAREER PLANNING

Reflect – Research – Realise

The Employability and Careers Centre is here to help students and graduates at every stage of their career planning. This is a process which involves thinking about where you are now, where you want to be and how you will get there. However, there are some practical steps you can take to give yourself the best start:



Step 1:

Reflect - assess yourself

This means understanding yourself and what you are looking for in a career by thinking about your skills, strengths, values, interests and personality.

- » Carry out a Skills Audit: Consider the different experiences you have had and the activities you are involved in. Draw up a list of skills you can evidence as a result
- » Use an online tool to increase your self-awareness and help you relate this information to possible careers
- » Think about what would motivate you in a career



Step 2:

Research - opportunities

- » Find out what options are available with your degree by looking at destinations information on previous students from your course. Consider careers which are related to your degree and those which accept any degree discipline
- » Research industry sectors and job profiles



Step 3:

Realise - take action

- » Think of ways to explore your ideas in more depth. This could involve undertaking a Professional Training year placement, work shadowing, voluntary work, vacation employment, work experience, an internship or temping
- » Plan to attend careers fairs, workshops and presentations
- » Make use of the Employability and Careers Centre and book an appointment to speak to a careers adviser

Further information on career planning, tools and support is available from the Employability and Careers Centre.

You can discover more at: surrey.ac.uk/careers

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