

Kick start your career

Your guide to Professional Training, study abroad
and career opportunities



» TRAINING FOR THE FUTURE

Our pioneering Professional Training placement programme has over 2,300 partner organisations in the UK and overseas. These organisations provide opportunities for students to put their skills into practice and to experience a real professional environment.

The placement year is a period of paid or unpaid employment and/or study abroad, and takes place after the second year, or, in some cases, third year of undergraduate study (for students on M degree programmes, i.e. MChemEng or MPhys). A unique feature of the Professional Training year is that it is part of the degree, is assessed and counts for 120 level P credits towards the total credit for your degree (480 credits for four year degrees and 600 credits for five year degrees).

The University can equip you with the right skills to find a placement that matches both the needs of your degree and your future career plans, as well as giving you useful links and contacts.

Professor Neil I. Ward, Chairman of the Professional Training and Careers Committee, said, "We have established networks which we build on all of the time. Our global partnerships are strong and bear much fruit."

Most students are paid on placements and visited up to three times a year by an academic member of their department. Professor Ward added, "It's about training young people to have excellent professional and personal skills ready for the world of work."

The Professional Training placement teams in each faculty (involving dedicated administrators and academic members of staff) work in collaboration with colleagues in other departments such as the Careers Service and the International Relations Office, to prepare students for their placements and ensure they receive the best learning opportunities.

Each year, awards are presented to students and companies including a Professional Training Student of the Year award, whilst returning students are encouraged to share their experiences through presentations and posters.



Professor Neil I. Ward with Faye Paterson, law student, who took a placement with London law firm Slater & Gordon.

Faye has been offered a training contract with Slater & Gordon when she completes her law degree.

► PROFESSIONAL TRAINING PLACEMENTS

What do our students say about their Surrey placements?

*My placement taught me
my future lay in research.*
– Dan



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 where 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 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 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.

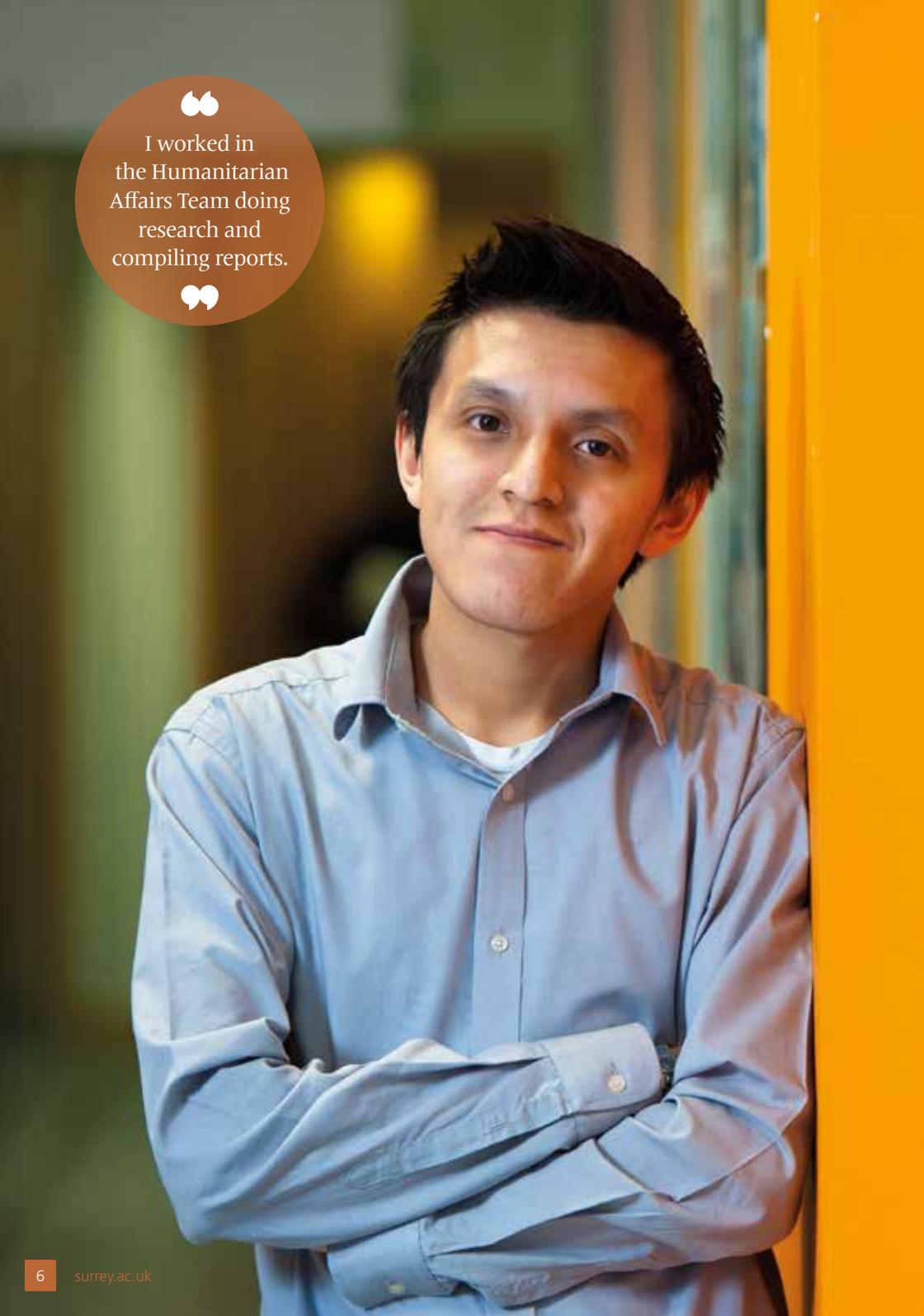
Dan Reid

MChem in Chemistry
PhD Student in Chemistry
BP Castrol



Working in
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as BP was an
exciting prospect.





I worked in the Humanitarian Affairs Team doing research and compiling reports.

My key research was on the need to respond faster and before a crisis hits.

– Steven



I'm very fortunate to have a lot of good things in my life, so my placement with Save the Children was a way to give something back. I was born in London but my parents are from Ecuador where I've witnessed children begging in the streets.

I worked in the Humanitarian Affairs Team doing research and compiling reports. My research covered a wide variety of topics from resilience to ethics, all leading to research for my joint paper.

My key research was on the need to respond faster and before a crisis hits. I have explored humanitarian crises and looked at how they were responded to over time. I examined the Horn of Africa Crisis in 2011, and the 2012 Sahel Crisis in northern Africa, focusing on when humanitarian aid was given. The lesson learned was that more is needed in developmental aid before a crisis, so that these countries can become self-sufficient in the near future.



Steven Salazar

BSc International Politics
Save the Children

My placement confirmed what I would like to do after university.
– Rebecca



I decided to study Nutrition because I've always wanted a career related to health and where I can help other people.

Surrey has one of the best reputations for Nutrition. The campus itself is one of the nicest I've seen, with open spaces but only half an hour from London – the best of both worlds!

I've really enjoyed the group work, and being taught the most up-to-date research is fascinating.



I had a fantastic time on placement at a community centre in Liverpool, where I concentrated on public health nutrition.

I'm now doing similar community sessions for my final year project. My placement confirmed what I would like to do after university. When I graduate, I would love to go into public health nutrition – a job where I can make a difference to people's lives and give them the skills and knowledge they need to make healthier decisions.

Rebecca Smethurst

BSc Nutrition
Community Centre, Liverpool



I've really enjoyed the group work, and being taught the most up-to-date research is fascinating.





“
The experience
boosted my passion
for business.
”

My Professional Training placement was invaluable in helping me develop the skills I'll need in future employment.
– Victoria



The key reason for me choosing Surrey was the opportunity to experience a Professional Training placement, which I undertook at Marks and Spencer as a Commercial Manager.

I worked at the Kingston store, managing particular business units to achieve sales through commercial awareness, as well as spending time at Head Office. I also enjoyed the opportunity to coordinate a nation-wide store tour for senior managers and directors, giving me the chance to meet, work and

network with a large variety of people and gain a wealth of new knowledge and skills. I had limited industry experience before my placement year, but the experience boosted my passion for business and cemented management as a potential career prospect for me.

My Professional Training placement was invaluable, both in helping me develop the skills I'll need in future employment and in opening my eyes to the different career paths available in retail.



Victoria Hall

BSc Business Management
Marks and Spencer

» GLOBAL OPPORTUNITIES

Study exchange

Depending on your degree course, you can study at one of our partner universities – either in another part of Europe with Erasmus funding (see opposite), or further afield, in your second or third year. In some cases, you'll take modules at the partner university, replacing the modules you would take at Surrey.

Work abroad

In addition, you may decide to work abroad for your Professional Training placement. Surrey has contacts with companies all over the world. If you go to another part of Europe, you'll be eligible for Erasmus funding.

Where you choose to go and what you do really depends on you and the subject you are studying. For example, you may choose to study Maths or Business Management in Singapore or the USA in your second year or work on the next skyscraper with Ove Arup, the global firm of consulting engineers in Hong Kong. Alternatively, you might work at Airbus in Toulouse or teach children English in Madagascar. As long as you meet the requirements of working 46 weeks (paid) or 30 weeks (unpaid), you can go anywhere.

Erasmus funding

All European placements attract Erasmus funding, which is currently €450-500 per month, depending on the destination country. This is in addition to any payment you may receive from the company. So, a Tourism student could work at the Hotel Arts in Barcelona and a lawyer at a legal practice in Bulgaria and receive an Erasmus grant and a salary.

If you study in another part of Europe, you'll also receive an Erasmus grant of €350-400 per month, and if you have a household income below £25,000, you're eligible for an additional €100 per month. During the placement year, the tuition fees remain at £1,075 (2014/15). As with a placement in the UK, you'll have the support of your Professional Training Tutors and will be visited at least once.

Some students decide that they want the best of both worlds and spend one semester studying at one of our partner universities – for example, seeing Politics from the Danish perspective or taking Theatre Studies in Australia – and then either return for a UK placement in an NGO or work in a theatre in another part of the world. When studying abroad, you're expected to take a number of courses at the partner university and to pass them.

Whether you study in Europe or further afield at one of our 85 partners, you won't pay tuition fees to them, but continue to pay them to the University of Surrey. If you spend the whole of your second year studying abroad, your tuition fees will only be £1,350 (2014/15).





► GLOBAL OPPORTUNITIES

So, why do it?

Employers are looking for adaptability, flexibility and a sense of adventure. You'll become a different person: more globally aware, appreciative of another culture and you'll gain an understanding of what it's like to be a student abroad. Although we have 140 different nationalities on campus, when you go abroad you'll suddenly make more friends from all over the world, and they'll stay your friends for life.

It will take you outside your comfort zone, and set you apart from other students who have decided not to work or study abroad. You may even pick up or improve another language along the way.

Support

We're here to help you get there, and as well as the academic preparation, the CV writing and interview skills, we'll help you with all the extra aspects that going abroad involves.

You'll be enrolled on a module called Let's Go Abroad, which provides the additional practical information about finances, visas, living and settling into a new country, insurance, health and safety and a lot more. The whole application process to the partner university is supplied through "Tick Off to Take Off" (TOTTO), an on-line pre-departure guide. We have a final pre-departure meeting before you go, and then you're visited at least once while abroad - we'll give you a debriefing session on your return too, so that you can see how to make the most of your experience during the next stage of your life.

Feel free to contact us in the International Relations Office with any questions you may have. Start your adventure here!

International Relations Office

Tel: 01483 684023

Email: studentexchange.iro@surrey.ac.uk
[surrey.ac.uk/internationalrelations](https://www.surrey.ac.uk/internationalrelations)

Note:

Surrey students in the following subjects can study abroad in their second year: Biology and Biochemistry, Physics, Maths, all Engineers, International Business, Business Management, Tourism and Hospitality, Accounting & Finance, Economics, Music, Media and Sociology.

Surrey students in these subjects can study abroad in their third year: Politics, Languages, Sociology, Theatre Studies, Law, Film Studies, Dance. Students in other subjects can undertake work placements in the third year, although some of these are at partner universities. This is particularly the case for Biosciences, Physics, Chemistry and Psychology.

All arrangements described are correct at the time of going to press but we're constantly looking for new opportunities, so there may be some changes by the time you go abroad.

STUDYING OR WORKING ABROAD

What do Surrey students enjoy the most about their placements abroad?

Being an international student is a wonderful opportunity.
– Luke



Studying in Australia was the experience of a lifetime. Being an international student is a wonderful opportunity to extend your horizons, earn valuable qualifications and make lifelong friends.

It was by far the best year of my life without a doubt. Everything from the people to the weather to the food was unforgettable. A lot of people worry about the financial side, but unlike America you are able to work in Australia.



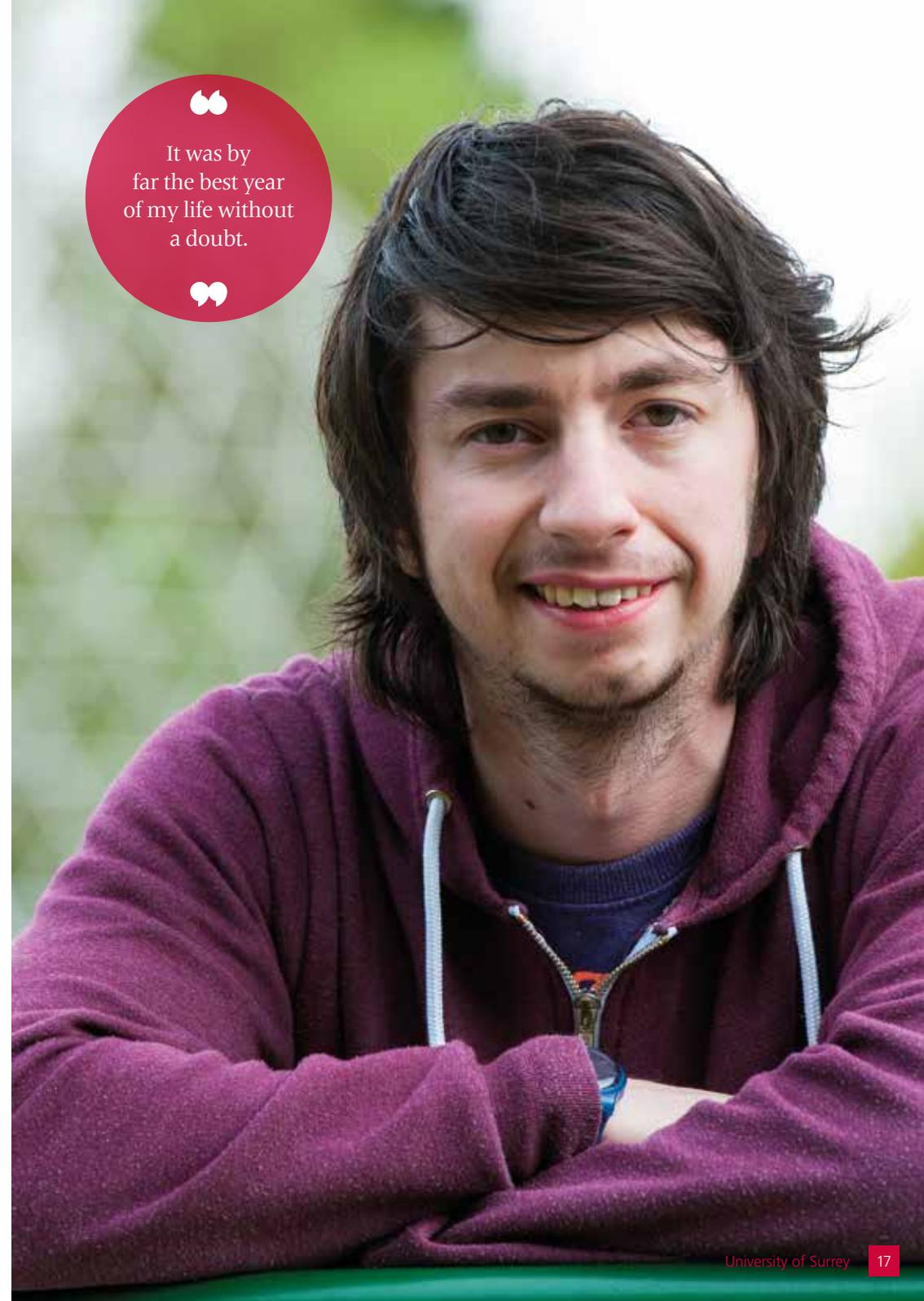
As I was studying abroad, it fitted rather well for when I came back for my final year. I didn't take all of the same modules as my peers had done at Surrey, so some pre-reading over the summer was necessary.

In a nutshell, it will change your life. You'll come back a new person. I definitely became a more outgoing, confident person with the added bonus of making many international friends that I am still in contact with today.

Luke Shure

BSc Physics with Nuclear Astrophysics
Swinburne University of Technology,
Melbourne, Australia

It was by far the best year of my life without a doubt.





“
I gained a
different attitude
and approach to
learning and
working.”

The highlight of my study exchange was being able to meet so many new people who have now become friends for life.

– Jessica



During my study exchange at Stockholm University I studied Swedish law and then compared it to the UK jurisdiction which also helped me see the differences between England and Scotland. I also studied international criminal law. The exchange aided my studies by making clear to me that I would like to work within the international law sector.

I gained a different attitude and approach to learning and working within an international sector. I learned a language and legal professional skills which I know will be

applicable to both my future studies and career. I also gained invaluable advice from legal professionals which reaffirmed to me that a career in law is what I want to do. It has also shown me that I am able to be more independent than I thought and can adapt to different surroundings and culture.

The highlight of my study exchange was being able to meet so many new people who have now become friends for life. If I had the chance to do it again I would not hesitate in doing so.



Jessica Peck

LLB with International Studies
Stockholm University, Sweden

I feel driven to explore the world
– Daniel



My three years at the University of Surrey have opened my eyes to different aspects of the world. With such a culturally diverse group of students, it has made me want to explore the world further.

I'd never studied Spanish before coming to Surrey but I can speak it fluently now, which is a credit to the dedication of my tutors. Before coming here, I wasn't confident talking to people, but now I can stand in front of groups and give presentations.



During my placement in my third year, I worked as the Marketing and Media Manager for the Hilton Buenavista Toldeo in Spain. I secured the job with help from my tutors, who arranged an interview, helped me to write my CV in Spanish and offered me mock interviews.

The best thing about my placement was the improvement in my Spanish, and it made me a much better business student too.

Daniel Littman

BSc Business Management and Spanish
Hilton Buenavista Toledo, Spain

I now understand how international businesses work – great experience for my CV.





You gain so much knowledge and life experience.

The experience made me realise how much I love science and has fuelled my passion for a career in Biochemistry research.
– Josephine



I'd always wanted to experience American culture, so I was excited when I found out I'd been selected to spend my placement year in the Planchart-Mattingly lab within North Carolina State University.

I was keen to learn new skills and was given lots of advice before I left so I felt prepared.

During my placement, I learned about the scientific research field. I also learnt how to take control of my studies and balance

my work and a social life. The experience made me realise how much I love science and has fuelled my passion for a career in Biochemistry research.

I'd encourage everyone to undertake a placement year. Not only does it help you to figure out what you want to do, you also gain so much knowledge and life experience. The sense of independence I gained whilst on placement has been the most life changing aspect of my course.



Josephine Amosah

Biomedical Science BSc
Planchart-Mattingly Laboratory,
North Carolina State University, USA

» CAREERS SERVICE

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

Our careers team offers 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.

Careers Service Director, John Watkins, runs regular sessions to improve students' essential skills, such as confidence and team working, and top employers frequently visit Surrey to give talks and offer valuable networking opportunities. A 'Student of the Month' Award celebrates the achievements of students who have aided their own career development or the career of someone else.

Whatever your degree or stage of study, the Careers Service 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.

Surrey's careers help doesn't end once you graduate – alumni can access the Careers Service for life, and benefit from face-to-face appointments for three years after leaving the University.

For more information, visit:
surrey.ac.uk/ug/careers



After today's workshop I wanted to offer one student a job on the spot. It is proof, if you need it, that employer events are well worth attending!



Hollie Valler
Former Recruitment Officer BAE Systems Detica



About our Careers Service...

- » On average over the last five years, 95 per cent of our graduates were in work or further study six months after leaving the University of Surrey, according to data from the Higher Education Statistics Agency (HESA)
- » The latest average starting salary for Surrey graduates was £21,250
- » We hold two Careers Fairs each year with 100+ organisations at each
- » Our Careers Service has been shortlisted for two national awards in the last twelve months
- » In 2013, our Careers Service was ranked second in the UK in the independently conducted i-graduate Student Barometer

Services

- » **Information** – reference materials and plenty of free information for you to take away
- » **Advice** – get help with your quick queries to move your career forward
- » **Guidance** – talk through your ideas and options in depth with an adviser
- » **Events** – meet employers and build your skills, ready to find your perfect job

T: +44(0)1483 689001
E: careers@surrey.ac.uk
surrey.ac.uk/careers

Opening hours

Monday – Friday 9:00am - 5:00pm

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.

Contact us to book an appointment slot and we can talk over the phone.



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

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:

- » Occupations
- » Postgraduate
- » Special interest
- » Work and study abroad
- » DVDs
- » Employer information
- » Your degree ... what next?
- » Options sheets
- » Job hunting

Quick Query sessions

Our Quick Query sessions are a great opportunity for you to chat to someone if you have a short question. These sessions are also useful if you need to get a job application completed and want advice on how best to go about it. You'll get 15 minutes with an adviser to talk about any kind of career-related query you may have.

To find a convenient Quick Query session, go to our website or call in at our offices (between 2:00pm-4:00pm) and ask.
surrey.ac.uk/careers/whatson/query

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 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 and charity.

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.

Our main programme of events runs during the autumn and spring semesters. For up-to-date details of our programme please check our website.

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 on the web address below.
prospects.ac.uk/links/wdgd

University of Surrey
Guildford, Surrey GU2 7XH, UK

Professional Training placement enquiries

T: +44 (0)1483 686 868

E: ask@surrey.ac.uk

Student Exchange / Erasmus

T: +44 (0)1483 682 052

E: studentexchange.iro@surrey.ac.uk

Careers Service

T: +44 (0)1483 689 001

E: careers@surrey.ac.uk

facebook.com/universityofsurrey

twitter: [@uniofsurrey](https://twitter.com/uniofsurrey)

youtube.com/universityofsurrey

surrey.ac.uk



Disclaimer

Every effort has been made to ensure the accuracy of the information contained in this publication at the time of going to press (June 2014). The University undertakes all reasonable steps to provide the services described in this guide but reserves the right, however, to introduce changes to the information given. Should industrial action or circumstances beyond the control of the University interfere with its ability to provide services, the University undertakes to use all reasonable steps to minimise any resultant disruption. Please refer to our website for up-to-date information.

June 2014

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