

The background is a solid blue color with a grid of small, light blue dots. Overlaid on this grid are several clusters of dots in different colors: green, red, pink, orange, and purple. These clusters are arranged in a way that suggests the letters 'L' and 'G' are being formed. The green cluster is in the upper left, the red cluster is in the upper right, the pink cluster is in the center, the orange cluster is in the lower left, and the purple cluster is in the lower right.

Life after graduation

a guide to jobs, work experience,
volunteering and further study
after graduation.

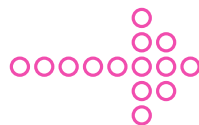
introduction

“Congratulations on nearing the end of your degree. Graduating can be both an exciting and a slightly nervous time. In a climate where students are considering their options ever more closely, we want to provide you with additional information about some of the opportunities available.

During your time at university you will have acquired many skills that will stand you in good stead for getting a job. Even in a difficult labour market, people with a degree are more likely to get their job of choice and less likely to be out of work. This year may be harder, but we can be confident that in a few years’ time, the great majority of graduates will be doing as well as they always have done.

We are all committed to supporting your transition to the next phase of your career that is why we have been working for some months to increase the opportunities available to you to progress and fulfil your potential. These include:

- An estimated 6,000 additional full-time and 8,000 additional part-time postgraduate places supported by Professional and Career Development Loans;
- 700 full-time and 29,000 part-time volunteering opportunities for young people available through “V”;
- 250 additional Short Knowledge Transfer Partnerships (KTPs) rising to 500 in 2010-11.



- 210 additional places on the public sector graduate recruitment internship schemes, with this number set to grow in the coming months;
- by the end of the year 5000 additional internship places through the Graduate Talent Pool.

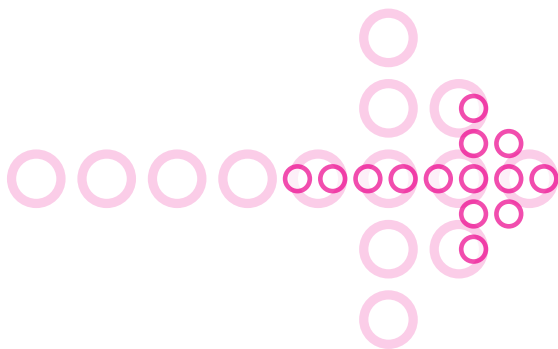
This brochure tells you where to go to get help with the process of finding and applying for graduate jobs. It also offers information about other opportunities, such as further study at home or abroad. You have many options available. We hope this booklet will help you to make the most of them.”

Wes Streeting

President, National Union of Students

Rt Hon. David Lammy, MP

Minister of State (Higher Education and Intellectual Property)



getting started...

Graduation opens up a world of possibilities. Your next step may be seeking employment, studying, travelling, volunteering, or just taking a break after all that hard work.

This booklet is not aiming to provide you with all the answers, but to give you the information that will help you to find them. We'll tell you what you need to know about the options open to you and signpost you to reliable sources of more information.

What's inside

Working in the UK	06
Work experience and internships	10
Further study	14
Working abroad	18
TEFL/TESOL	20
Volunteering	22

Let's talk about...

working in the UK

'There are still jobs out there.'

Association of Graduate Recruiters (AGR), Winter Review

A recent AGR survey has found that many top companies are still recruiting. Although some sectors have been hit harder by recession, some, for example retail, engineering, fast-moving consumer goods and the public sector, are offering even more graduate jobs. Companies know that employing graduates is an investment in the long term.

To stand out above the competition, you will need to research jobs, prepare for interviews thoroughly and take every opportunity to gain experience and build your CV. You would be wise to look at opportunities across all sectors, and in SMEs as well as larger organisations, and you might consider taking an entry-level job to build your employment skills.

Advice and guidance

There are a number of resources available to help plan your next step:

- **Your university careers service:** Offers a range of information, professional advice and guidance services post-graduation, some even offer life-long careers support and help to access job vacancies and other opportunities at local or national level. Check with your own careers service to see what they offer on campus and online.
- **Direct.gov:** Practical advice on creating a great CV, available online at www.careersadvice.direct.gov.uk.
- **Prospects.ac.uk:** The UK's official graduate careers website offering graduate jobs, careers advice and guidance and **Prospects Planner**, a career planning tool to help match your skills and interests to types of jobs, available online at www.prospects.ac.uk.

Finding a job

Your university careers service is the first stop for graduate jobs. National graduate job vacancy websites are another useful source for vacancies. You can register online for job alerts by email with the following websites:

- Prospects: www.prospects.ac.uk
- Milkround: www.milkround.com
- TARGETjobs: www.targetjobs.co.uk
- Guardian jobs: <http://jobs.guardian.co.uk/jobs/graduate/>

Regional websites specialising in graduate jobs are another useful resource:

- GO Wales: www.gowales.co.uk
- Grad Ireland: <http://gradireland.com>
- Gradsouthwest: www.gradsouthwest.com
- Graduate Advantage (West Midlands): www.graduateadvantage.co.uk/
- Graduates for Business (North East): www.graduatesforbusiness.co.uk
- Graduate Vacancy Partnership (North West): www.gvp.org.uk
- Graduates Yorkshire: www.graduatesyorkshire.co.uk
- Hot Prospects (East Midlands): www.hotprospects.org.uk/
- Talent Scotland: www.talentscotland.com

Other websites, such as www.blackandasiangrad.ac.uk, target specific groups of graduates. You can also take a look at The Times Top 100 Graduate Employers.



Consider your options

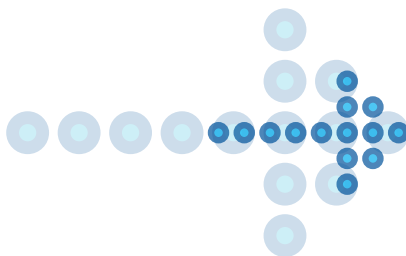
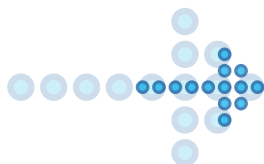
In a competitive market it is essential to apply widely and consider employment in a variety of sectors. Entry-level positions allow you to develop employability skills and build your CV. Regional recruitment agencies and local and regional press are a useful source of temporary and permanent jobs in offices, call centres and so on. The following national recruitment websites are another useful resource:

- **Fish4:** www.fish4.co.uk/jobs
- **Monster:** www.monster.co.uk
- **Total Jobs:** www.totaljobs.com

Entry-level positions in retail or hospitality are another way to boost your CV. Specialist websites offering retail and hospitality vacancies include:

- **Hcareers:** Database of hospitality employment. www.hcareers.co.uk
- **In Retail:** The leading recruitment website for the retail industry. www.inretail.co.uk
- **UKSP:** Vacancies in hospitality, leisure, travel and tourism. www.uksp.co.uk

For further information about finding entry-level positions in 28 different sectors visit www.prospects.ac.uk/links/industries



Self-employment

In the current economic climate it is important to seek independent advice when considering setting up your own business. The following organisations are available to help:

- **The National Council for Graduate Entrepreneurship (NCGE):** Runs the Flying Start programme that consists of rallies, residential programmes and an online community. www.ncge.com
- **Business Link:** A range of support and advice online. Including the Grants and Support Directory that allows you to search for potential sources of help with starting up or business development. www.businesslink.gov.uk
- **Shell liveWIRE:** The UK's biggest online community for young entrepreneurs. www.shell-livewire.org/
- **Students in Free Enterprise:** A not-for-profit organisation active in over 47 countries, dedicated to nurturing the entrepreneurial skills of university students. www.sife.org

Most universities also have a varied range of initiatives to help graduates wishing to follow the self-employment route, so don't forget to check there.



tip

If you are passionate about business and have ideas that you think could be big for you, don't bury them – make them happen!

Claire Young, entrepreneur and former Apprentice runner-up

Public sector opportunities



Across the UK graduates are making a vital contribution to the work of the public sector. The opportunities for graduate employment in this area are vast. Here are a few options to consider:

- **Local Government**

You could work for one of the 468 councils that provide day to day services for their local communities. These services include everything from education to waste collection and town planning.

If you want to investigate a career in Local Government visit www.lgjobs.com or have a look at the opportunities in your area

- **Police**

38% of new recruits to the police are graduates. As a graduate there are many different ways you can contribute in the police force.

You'll find full details on this website www.policecouldyou.co.uk

- **Civil Service Fast Stream**

The Fast Stream is a graduate entry route for senior Civil Service careers. It's a tremendous opportunity. Joining the Civil Service means having an opportunity to make a difference on issues that face an entire country: healthcare, education, democracy, unemployment, pensions, food safety, transport. It's the kind of list you won't find in any private company.

For more information visit www.civilservice.gov.uk/jobs/FastStream/index.aspx

- **The NHS**

The NHS graduate management scheme is recruiting for 283 graduate roles, for those with both clinical/vocational and non-clinical degree subjects. Find out how you could put your degree to good use at www.whatcanidowithmydegree.nhs.uk/

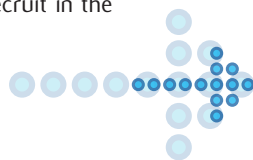
- **The Armed Forces**

Offer a diverse range of careers for graduates. The armed forces recruit in the region of 3,000 graduates every year. Find out more at:

www.armyjobs.mod.uk/education/GraduateOpportunities

www.royalnavy.mod.uk/careers

www.raf.mod.uk/careers



Teaching options

Teach First

Teach First is a charity, ranked in the top 10 of The Times Top 100 Graduate Employers, and one of the largest recruiters in the country. There will be 137 additional Teach First opportunities in 2009 with a further 100 places available in 2010.

They offer a two-year training programme for top graduates who wouldn't normally enter the teaching profession. This involves a commitment to teach in challenging secondary schools in London, the North West and the Midlands. The programme offers leadership training with over 100 employers – with the aim of developing the leaders of the future.

You'll need a Bachelors degree of at least a 2:1 to apply. After the two years are up, you'll achieve Qualified Teacher Status (same as PGCE) and a Masters. At this point, you can decide whether to stay in teaching or not.

For more information and to complete the application form, go to www.teachfirst.org.uk/.

top tip

“Teach First produces high-calibre, motivated individuals who exhibit energy and originality – values that we look for in our employees.”

Accenture



Other Teaching Options

- Postgraduate certificate in education (PGCE). A PGCE course mainly focuses on developing your teaching skills, and not on the subject you intend to teach. For this reason, you are expected to have a good understanding of your chosen subject(s) – usually to degree level – before you start training, for more details visit www.tda.gov.uk
- For aspiring teachers who don't want to go back to the university classroom, School-Centred Initial Teacher Training (SCITT) is a way of achieving Qualified Teacher Status (QTS) via programmes designed and delivered by groups of neighbouring schools and colleges. You can apply through the Graduate Teacher Training Registry at www.gttr.ac.uk
- The Graduate Teacher Programme (GTP) is another on-the-job training programme that allows graduates to qualify as a teacher while they work. On the GTP you will be employed by a school, earn a salary and work towards QTS at the same time. Information on GTP can be found in the Get Into Teaching and Teacher Training sections on the Training and Development Agency (TDA) website at www.tda.gov.uk
- Information on Teaching English as a Foreign Language (TEFL) can be found on page 20



Work experience and internships

If you want to give yourself an edge in a competitive job market, make some money and gain valuable work experience at the same time, you might want to try an internship or another form of work experience. Other opportunities, like the teaching programme offered by the charity Teach First, can also develop your leadership skills and enhance your employability.

Internships

Internships are a great way to get the real-life experience and skills you need to kick-start your career. An internship typically lasts around three months and can range from a time-limited project to a more varied programme of work experience. If you make a good impression, you might even be offered a graduate job.

top tip

“Internships are an excellent way to acquire vital skills and experiences to support future employment. Microsoft is extending its internship programme in 2009 to engage the talented graduates that are essential for our long-term success.”

Stephen Uden, Head of Skills and Economic Affairs, Microsoft Ltd.

Graduate Talent Pool

The Graduate Talent Pool is a new flagship initiative for graduates who want to boost their skills for employment. The scheme will offer internships for graduates in the private, public and third sector. A dedicated website, which will match employers with suitable graduates will be launched in July visit - www.direct.gov.uk/graduates for more details.

The aim is for the Graduate Talent Pool to support 5,000 internships, building on the 2,000 already achieved in Higher Education Institutions and local businesses (ranging from the creative and media sectors, through to places with start-up businesses and internships in the biosciences). Businesses that have already signed up to the Talent Pool include Network Rail, the Police Service, Marks and Spencer and Microsoft. The Department for Innovation



Universities and Skills will offer 100 places and other Government Departments are offering opportunities too.

Other internship opportunities may be available from your university placement office or websites such as www.placement-uk.com and www.eqs.co.uk.

Work experience

Work experience, before or after graduation, will provide you with evidence of the skills employers look for when recruiting for permanent positions. All forms of work experience, whether short term, long term, paid or unpaid, can demonstrate your commitment to your chosen career.

You can find out more about the value of work experience or search for placements online at www.prospects.ac.uk/workexperience.

top tip

“Participating in a work placement was the best career decision I have ever made. During my time I was fortunate enough to participate in some great projects and it really helped to confirm my enthusiasm for working in PR. My colleagues taught me valuable skills and qualities that were not only relevant to PR, but also day-to-day office work. I can honestly say that if I hadn’t done the work experience, I wouldn’t be where I am today.”

Kate Lowe, University of Central Lancashire graduate

top tip

I am really enjoying my work placement at J&A. I have been given the opportunity to build a website for the company, manage five existing websites, as well as having an input into two new businesses. Whilst I had developed the skills to build websites at university, this job in a commercial setting has allowed me to gain a greater understanding of how websites are used to promote a business and ultimately to increase sales.”

Paul Musson, University of Lincoln graduate. J&A International Ltd specialise in the manufacture of garment decoration to the work wear market.

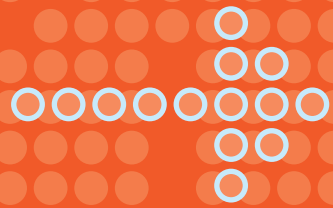
Short Knowledge Transfer Partnerships (KTPs)

Short-KTPs will provide 10-40 week placements in SMEs for graduates and postgraduates to work on specific projects vital to the business. In 2009 there will be 250 additional KTPs rising to 500 in 2010-11.

These will complement the existing KTPs which operate as 1-3 year placements for Doctorate level associates.

Let's talk about...

further study



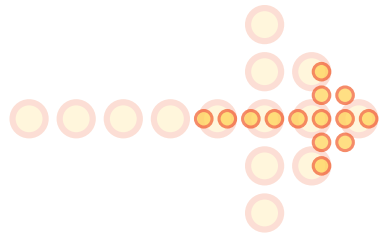
A postgraduate qualification can make you more employable, allow you to explore your degree subject in more detail or even set you on track for a new career.

Postgraduate courses are open to anyone with a Bachelors degree of a 2:2 or above. There are currently over 58,000 postgraduate courses on offer in the UK, covering everything from sports science to business administration, sustainability and everything in-between. Unlike the job market, postgraduate opportunities are increasing, with an additional 14,000 postgraduate places on offer at UK universities this autumn.

Why consider further study?

A postgraduate degree could:

- boost your employability;
- provide you with professional accreditation to enter your chosen career;
- enable you to study your degree subject in more depth;
- allow you to study a new subject;
- be a natural step towards an academic career.



What types of courses are there?

There are two broad types of postgraduate course:

- **Taught courses** are structured in a similar way to your first degree, made up of modules and assessed through exams or other appraisals. Qualifications awarded include Postgraduate Certificate (PGCert), Postgraduate Diploma (PGDip), Master of Arts (MA), Master of Science (MSc) or Master of Business Administration (MBA).

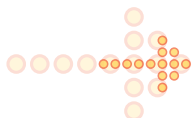
- **Research programmes** lead to a Masters of Research (MRes) or PhD and allow you to undertake an original piece of research in a chosen subject area. A supervisor will make sure your work is heading in the right direction.


The **National Postgraduate Database** contains a full list of postgraduate courses in the UK and is available online at www.prospects.ac.uk/pgdbase. You can apply online to over 110 universities from here. Additional information can be found at www.ukpass.ac.uk, the postgraduate admissions service from UCAS.

Funding further study

If you decide to undertake a postgraduate course you'll need to think about how to finance your studies. There are several options open to you and many organisations that can help.

- **Institutional funding:** Many universities offer funding, scholarships and even discounts on course fees, so it's worth checking with the course and institution you are applying to.
- **Research councils:** Seven grant-awarding Research Councils offer funding for postgraduate students in the UK:
 - Arts and Humanities Research Council (AHRC): www.ahrc.ac.uk
 - Biotechnology and Biological Sciences Research Council (BBSRC): www.bbsrc.ac.uk
 - Economic and Social Research Council (ESRC): www.esrcsocietytoday.ac.uk
 - Engineering and Physical Sciences Research Council (EPSRC): www.epsrc.ac.uk
 - Medical Research Council (MRC): www.mrc.ac.uk
 - Natural Environment Research Council (NERC): www.nerc.ac.uk
 - Science and Technology Facilities Council (STFC): www.scitech.ac.uk



- 
- **Other providers:** You can also get help with funding through royal institutions and academies, government departments, charities and trusts.
 - **Loans:** Further study loans are available from a variety of places. Up to 30,000 Professional and Career Development Loans will be available this year (www.direct.gov.uk/cdl). MBA students can also arrange loans with the Association of Masters in Business Administration (www.mbaworld.com).
 - **Self-funding:** This is the most common method of funding. Make sure you consider all your living costs, not just your fees, before you decide to go it alone.

For help with funding, visit www.prospects.ac.uk/funding or pick up a copy of the Prospects Postgraduate Funding Guide at your university careers service. You can also search for funding online at www.scholarship-search.org.uk and www.postgraduatestudentships.co.uk.

top tip

“Doing a postgraduate course helped me to achieve a professional qualification and significantly improved the opportunities available to me in my chosen career. I would recommend it to anyone.”

Neil Simms, Manchester Metropolitan University graduate

Let's talk about...

working abroad

Getting a job after graduating doesn't have to mean working in the UK. Going abroad to work can be an even more exciting experience and a way to increase your range of skills. Many graduates use volunteering and teaching opportunities as stepping stones; others look for a career-related job.

Working abroad involves taking some risks, but the rewards are great. It may well be the first step to an international career.

Do I need a work permit to work outside the UK?

This depends on where your job is.

If you are moving to a European Union (EU) or European Economic Area (EEA) country, you do not need a work permit. You'll have the same rights in terms of working conditions, pay and social security matters as the nationals of that country.

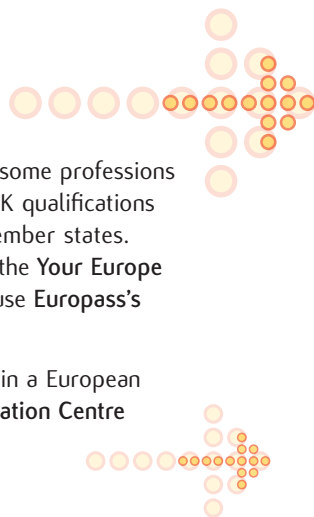
If you're moving to a country outside the EU, you'll need to check whether you need a work permit, resident permit or a visa for that country. Go to www.homeoffice.gov.uk/passports-and-immigration/visas.

Will my qualifications be accepted?

Not necessarily.

In the EU or EEA, not all qualifications are recognised, and some professions have employment restrictions. Make sure you check your UK qualifications against occupation information sheets produced by EU member states. For help with getting your qualifications recognised, check the **Your Europe** website (www.ec.europa.eu/youreurope/index_en.html) or use Europass's Diploma Supplement tool (www.uknec.org.uk).

If you're having difficulties getting your degree recognised in a European country, contact the **National Academic Recognition Information Centre** (www.naric.org.uk).



If you're travelling to a country outside the EU, you'll need to check with that particular country whether or not your qualifications are recognised.

What are my employment rights?

You'll need to check this. Make sure you find out what rights you have under your chosen country's employment law, and what your working hours and holidays will be. Remember also to let your UK tax office know that you're moving abroad. The Directgov website (www.direct.gov.uk/en/BritonsLivingAbroad/) will have more details.

Where do I start?

- **Your Europe:** If you're moving to an EU country, a good place to start is the website http://ec.europa.eu/youreurope/index_en.html. This gives you useful information about finding jobs, paying taxes and your rights in EU countries.
- **EURES:** A European network of employment advisers is another useful source of advice. (<http://ec.europa.eu/eures/home.jsp>)
- **Europass:** Offers a useful European CV template. (www.europass.cedefop.europa.eu)
- **International Job Online:** Lists EU and overseas graduate opportunities within a range of industries. (www.careers.lon.ac.uk/ijo)
- **Prospects:** Offers detailed careers advice and country-specific job market information. (www.prospects.ac.uk)

top tip

"Working in Australia allowed me to experience a new culture and exposed me to an industry that I would never have considered before. Travelling on my own boosted my confidence, made me more independent and allowed me to develop skills I wouldn't have gained if I had stayed at home in the UK."

Claire Burbage, Leeds Trinity & All Saints graduate

Let's talk about...

teaching english

as a foreign language (TEFL)

Taking the Teaching English as a Foreign Language (TEFL) qualification or the Teaching English to Speakers of Other Languages (TESOL) qualification is a great way to see the world while earning a living. In many countries, English is necessary for a career, so TEFL/TESOL teachers are needed across the globe.

TEFL/TESOL qualifications

There are a number of different TEFL/TESOL courses. The quickest option is a one-month, full-time course, costing around £800 to £1,000. Choose a course that leads to a recognised qualification, for example:

- the University of Cambridge Certificate in English Language Teaching to Adults (CELTA);
- the Trinity Certificate in Teaching English to Speakers of Other Languages (Trinity CertTESOL).

Make sure your course gives you teaching practice – getting classroom experience makes all the difference.

How do I find a TEFL job?

Once qualified, you can start applying for jobs. Look for TEFL jobs in:

- TEFL's job database: www.tefl.com;
- newspapers and journals, for example *Education Guardian*, *The Times Educational Supplement* and *English Language Gazette*.



What about legal requirements?

Make sure you have the necessary legal documents – for example visas and health insurance – that you need to work overseas. You'll find this information at www.fco.gov.uk/en/travelling-and-living-overseas.

Can TEFL help my career?

Yes. Employers look favourably on TEFL graduates, as they've gained valuable skills, experienced a different culture and may have learnt a foreign language while teaching.

If you want to make a career out of TEFL, you need several years' teaching experience and further qualifications – either a Diploma or MA in TEFL. See www.britishcouncil.org/teacherrecruitment-tefl-qualifications-diplomas.htm.

top tip

"TEFL offers the chance to see the world, meet new people and make a living at the same time. Working as a TEFL teacher allowed me to develop teaching and language skills that were really useful on my return to the UK."

Laura Carr, University of Manchester graduate

Let's talk about...

volunteering

Voluntary work is a great way to develop vital career skills while giving your time to a good cause. Whether volunteering at home or overseas, voluntary work will look great on your CV and make a difference to the people and projects involved.

Payment and training

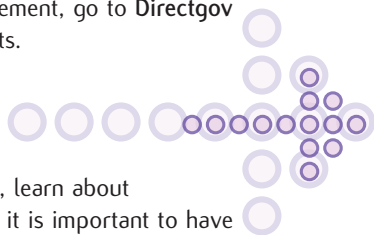
As a volunteer, you'll usually only receive basic expenses, such as money for travel and food or drink. You may also get some training for your work. All details about payment, supervision, support and insurance should be set out clearly in a volunteer agreement. For a sample agreement, go to **Directgov** (www.direct.gov.uk) and search for volunteer agreements.

Volunteering abroad

Volunteering abroad introduces the element of travel into your good work. You get to broaden your horizons, learn about different cultures and make new friends. Before you go, it is important to have the correct legal paperwork for visas and insurance, and take medical advice about vaccinations and more.

Sources of advice include:

- The Foreign and Commonwealth Office: www.fco.gov.uk
- Directgov: www.direct.gov.uk
- Volunteering England: www.volunteering.org.uk



Finding voluntary opportunities

A number of organisations provide information on a wide range of volunteering opportunities:

- **The British Council's Connect Youth:** Advice and information, and training for groups of young people taking part in international projects. (www.britishcouncil.org/connectyouth)
- **Do-It:** Over 1,000,000 voluntary opportunities online. (www.do-it.org.uk)
- **The Year Out Group:** Information on a range of volunteering opportunities. (www.yearoutgroup.org)
- **VSO:** Voluntary service overseas. (www.vso.org.uk/)
- **V:** 29,000 voluntary opportunities in England for volunteers aged 16-25. (www.vinspired.com)

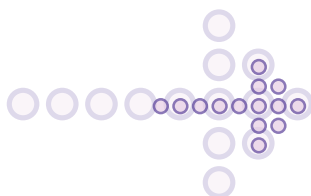
top tip

"Volunteering is a great way to experience new opportunities that you'd perhaps not encounter in a work environment. The best way to get started is to pick something you enjoy. That way, when you talk about it to prospective employers, they'll be able to see that you're passionate and have interests outside of work and study."

Fiona Jamieson, YouthNet

"Through volunteering, I gain great life experience while also getting to help out the community. Working with children is particularly valuable to me as I want to be an educational psychologist. Getting a good degree is not enough and volunteering is a great way to not only help other people, but to give you that edge on an application form."

Hannah Blenkhorn, University of Manchester graduate



If you'd like to download more copies of this booklet,
go to www.direct.gov.uk/graduates

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