

Careers, Internships & Employability 2016-17



**HEYTHROP
COLLEGE**

Philosophy & Theology
UNIVERSITY OF LONDON

THE CAREERS SERVICE

Welcome to the Heythrop Careers and Employability Guide 2016.

This leaflet is designed to help you understand the services offered by the Heythrop Careers Service, part of The Careers Group University of London. Whether you're just joining us or coming to the end of your academic programme, you'll find that we offer plenty of support, information and advice along with access to internships, placements, jobs and other opportunities.

You can find us in the careers and counselling room in the New Den in St Catherine's Building, just along the corridor from Campus Services. We look forward to meeting you soon!

Andy Walsh,
Careers Officer
E a.walsh@heythrop.ac.uk
q020 7795 4195
Available on Tuesdays

Morag Walling,
Careers Officer
E m.walling@heythrop.ac.uk
q020 7795 4195
Available on Wednesdays

How to book a session with Andy or Morag
Head to the Careers section on Helios (<http://helios.heythrop.ac.uk/course/view.php?id=1721#section-1>)



Andy Walsh



Morag Walling

WHAT'S ON OFFER?

ONE - TO - ONE CAREERS ADVICE AND GUIDANCE

Our careers consultants, Andy Walsh, and Morag Walling are available for individual careers coaching sessions to discuss your future in more depth. Appointments can be booked through Helios – just click on the Careers module in Helios to book a one-to-one appointment, (<http://helios.heythrop.ac.uk/course/view.php?id=1721#section-1>)

CAREERS INFORMATION AND WORKSHOPS

The College provides lunchtime information sessions covering a variety of employment sectors as well as workshops to develop your employability skills. The programme is overleaf and all students are welcome to attend. There is no need to book and a sandwich lunch is provided. If you intend to join any of these sessions and you have dietary requirements, please let Kim know in advance.

ONLINE CAREERS INFORMATION

The Careers pages on Helios provide additional help and support as well as links to University wide opportunities and job vacancies. The University's job online service lists hundreds of job opportunities every week at jobonline.thecareersgroup.co.uk To

use the Careers Group's online job list, Careers Tagged, log on to www.careerstagged.co.uk with:
username: heythrop_guest
password: heythropG133

CAREERS EVENTS

Interested in meeting employers and attending job fairs? Events run in central London throughout the year.

The London Graduate Fair takes place on **Tuesday 11 October 11am-6pm**, at Senate House, Russell Square – see posters for details.

Full listings are available at: www.graduatesintocareers.co.uk/events.asp

Watch out for the short series of talks by **Women in Leadership**. Further details will be available during the term.

The **Annual Heythrop Careers Dinner** will take place at Draper's Hall in Central London on the evening of **Wednesday February 1st 2017**. All students are invited to meet alumni and other professionals to talk about careers in a variety of sectors.

WHAT THE CAREERS CONSULTANTS CAN DO FOR YOU

PLACEMENTS AND INTERNSHIPS

You'll leave Heythrop with excellent academic credentials, but employers will also be looking for evidence of work experience. The College works with the University of London to promote work placements, including work shadowing and internships, to help you gain valuable experience whilst at Heythrop. Further details can be found in our leaflets 'University of London Internship Scheme' and 'Self-Sourced, funded Internships' and look out for internship opportunities posted in the weekly student newsletter.

HELP WITH MATHS

If you need some one-to-one Maths coaching for your PGCE Numeracy test or Assessment Centre Tests, please contact Kim Burke as this can be arranged at no cost to you.

WHAT THE CAREERS CONSULTANTS CAN DO FOR YOU

- Help you to pursue an idea
- General careers chat (even if you don't know what you want to do next)
- Help with job applications
- Help to develop or improve your CV
- Interview techniques and interview practice
- Assessment Centre advice and practice tests
- Discuss the merits of further study/professional qualifications
- Information about a Gap Year

To book a session with Andy (Tuesday) or Morag (Wednesday) go to the Careers section on Helios (<http://helios.heythrop.ac.uk/course/view.php?id=1721#section-1>)

COLLEGE AND HSU CAREERS EVENTS

HSU CAREERS CHEESE AND WINE

The first cheese and wine of this academic year is on [Thursday 17th November](#) with another on [Thursday 16th March](#). Listen to a fantastic panel of professionals talk about their experiences in industry, network with recent graduates and enjoy some delicious cheese and wine.

HEYTHROP ANNUAL CAREERS DINNER

Enjoy a wonderful meal at the beautiful Drapers Hall in the City for our last Careers Dinner. A chance to speak with professionals and Heythrop alumni over supper in splendid surroundings. Further details and how to register for the evening will follow.

Date - [Evening of Wednesday 1st February 2017](#)

Venue - Drapers Hall, The City



SELF - SOURCED INTERNSHIPS SCHEME

This new programme is designed to allow you to seek an internship in a sector of your choice. It is funded by Heythrop College for 2-4 weeks at the London Living Wage rate of pay (currently £9.40 an hour).

HOW TO APPLY

1. Get your CV up to date.
2. Find your placement and identify a project which will help you to develop skills and give you real experience of work.
3. Complete an application form available at www.heythrop.ac.uk/careers and return to Kim Burke (k.burke@heythrop.ac.uk).
4. If your application is agreed by the College, you will be asked to

take ID (original documentation) and bank details to Senate House for processing. It can take up to 2 weeks for your application to be processed.

5. During your placement you are required to keep a diary and produce a short reflective report on your internship which you send to Kim shortly following your placement.

6. Your internship salary will be paid into your bank account at the end of your placement.

If we have more internship applications than available funding, priority will be given to placements in the Third Sector, e.g. charities.

It is expected that internships will take place during the summer vacation.



UNIVERSITY OF LONDON INTERNSHIP SCHEME

Every year the Graduate Gateway Team at the University of London advertise a number of internships. These are for final year students and placements vary from a few weeks to a year. These placements are very competitive as they are often a company's way of seeing whether you are someone they would like to employ on a more permanent basis. All internships are paid although there is no set salary so you need to look at the details for each internship. You need a good CV so book an appointment with Andy or Morag.

See the Graduate Gateway site www.graduate-gateway.co.uk for more details and come along to the lunchtime briefing on **Tuesday May 2nd** to find out more.

Other internship and work opportunities will be advertised on the Careers Pages on Helios.

OTHER OPPORTUNITIES

Look out for other opportunities offered in College this year:

- Summer Intensive TEFL qualification – to teach English as a foreign language here or abroad
- Overseas Volunteering – financial help to volunteer abroad
- Training Grants – money towards a conference, qualification, membership to a professional body
- Strengths Based Profiling – details to follow during the term.



CAREERS PROGRAMME

2016/17

Michaelmas Term 2017	
<p>Graduate schemes - applying for graduate schemes including the Civil Service Graduate Schemes are now recruiting and your application needs urgent attention! We'll look at the graduate labour market, discuss what employers are looking for and give detailed feedback on how to best prepare your applications.</p>	Tues Oct 4
<p>Finding part-time work in London Working whilst studying is a great way to gain experience, learn new skills and improve upon existing skills. We will run through some advice and guidance on how to best approach sourcing these vacancies.</p>	Tues Oct 11
<p>Applying for the Law Conversion course & careers in the legal sector Interested in exploring careers in the legal sector? Non-law students can become eligible for a career in law once they complete a mandatory conversion course - the Graduate Diploma in Law (GDL), also known as the Common Professional Examination (CPE). We will run through an introduction to the sector and provide attendees with information on postgraduate courses. Come along to find out more.</p>	Tues Oct 18
<p>How to write a good application letter and CV How can you write a great CV that'll land you that interview? Come along to this workshop to find out what to include, what to leave out and what makes a great CV stand out from the rest.</p>	Tues Oct 25
<p>Career options using your Philosophy or Theology Degree Come and explore careers options for your degree subject. Look at ways into industries and how to market your Philosophy and Theology skills for employers.</p>	Tues Nov 1
Reading Week	
<p>Applying for a PGCE and working in Education As the third-largest employer in the UK, the teaching and education sector has a lot to offer graduates. In this session we'll provide an overview of the industry and explore the various employment opportunities open to graduates</p>	Tues Nov 15
<p>HSU Careers Cheese and Wine – evening event</p>	Thurs 17 Nov
<p>How to write a good covering letter and Personal Statement Come along to this workshop to find out how to structure a good covering letter and what to include and what to leave out of personal statements.</p>	Tues Nov 22
<p>Developing good interview techniques Nervous about interviews? You're not alone! In this session, we'll look at how to deal with those interview nerves and create a great impression. We'll talk about the types of questions you can expect and how to cope if things start going wrong.</p>	Tues Nov 29
Lent Term 2017	
<p>Preparing for Assessment Centres What do assessment centres do and how can you prepare for them? Come along and find out.</p>	Tues Jan 17

Unless specified otherwise, all sessions take place at lunchtime:1.30-2.30 and lunch is provided. There is no need to book. Venue tbc.

On Wednesday afternoons, Morag will be offering some postgraduate workshops. Details will be available in due course.

<p>Should I do further study? This session will help you to think through the implications of postgraduate study. We'll look at how to choose a course that will enhance your future career prospects, and discuss ways to prepare a good application for postgrad study.</p>	Tues Jan 24
<p>How to write a good application letter and CV Many job applications require a CV and cover letter. Here we'll look at how to write letters that win interviews.</p>	Tues Jan 31
<p>Annual Heythrop Careers Dinner- Drapers Hall – evening event</p>	Weds 1 Feb
<p>How to write a good covering letter and Personal Statement Come along to this workshop to find out how to structure a good covering letter and what to include and what to leave out of personal statements.</p>	Tues Feb 7
<p>Reading Week</p>	
<p>Working in Research and Policy Come and find out about this exciting sector which utilises skills such as research, writing, critical analysis and curiosity.</p>	Tues Feb 21
<p>Working in International Development, NGOs or the Charity sector Working in international development offers an opportunity to make a difference and support positive change the world over. But how can you break in? This session looks at this career path in detail.</p>	Tues Feb 28
<p>Working in Journalism Come and explore different ways into journalism. How to look for work experience, get qualified and succeed in this competitive sector.</p>	Tues Mar 7
<p>Taking a Gap year Volunteering can be a multi-purpose endeavour - a way to make a difference and gain valuable skills. Find out more about opportunities available.</p>	Tues Mar 14
<p>HSU Careers Cheese and Wine – evening event</p>	Thurs Mar 16
<p>Summer term 2017</p>	
<p>Applying for Summer Internships Are you thinking about applying for an internship placement? Come along to this information session where you will find out about the opportunities on offer and the process for application</p>	Tues May 2nd
<p>Next Steps for the Undecided Specially designed for the indecisive finalist! We'll spend time looking at CVs and applications, get you ready for interviews, talk about where to look for jobs and suggest ways to decide on your career. Bring along your toughest career questions and let's see if we can't find some answers.</p>	Weds May 3rd

DON'T MISS: HSU Careers Cheese and Wine Evenings

Thinking about what to do for a career? In need of some inspiration or advice? Then come along to the first Careers Cheese and Wine of the academic year and listen to a fantastic panel of professionals talk about their experiences in industry, network with recent graduates and enjoy some delicious cheese and wine. All of this on your doorstep and completely free. We look forward to seeing you there.

Thursday November 17th 2016

Thursday March 16th 2017

DATES FOR YOUR DIARY

London Graduate Fair Tues 11 October 2016, Senate House
11am–6pm

Postgraduate Fair Weds 26 October 2016

Postgraduate Fair Weds 25 January

Spring Graduate Fair Weds 2 March 2017

London Graduate fair Weds 21 June 2017

London Graduate fair Weds 10 October 2017

Postgraduate Fair Weds 24 October 2017

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