



# Employability

## Background Information

For more detailed information on current employability projects see:

Higher Education Funding Council for England (HEFCE)  
<[www.hefce.ac.uk](http://www.hefce.ac.uk)>

Enhancing Student Employability Co-ordination Team (ESECT)  
<[www.hefce.ac.uk/Learning/TInits/esect/](http://www.hefce.ac.uk/Learning/TInits/esect/)>

Higher Education Academy Physical Sciences Employability Briefing Paper  
<[www.heacademy.ac.uk/physsci/publications/briefingpapers](http://www.heacademy.ac.uk/physsci/publications/briefingpapers)>

The Higher Education Academy - Employability and enterprise pages  
<[www.heacademy.ac.uk/ourwork/learning/employability](http://www.heacademy.ac.uk/ourwork/learning/employability)>

## Student Resources

### Employability Resource

The Centre has produced both a paper-based and an online employability resource which you can import into your own VLE. Originally designed to support physical sciences students, there is also a version to support students of education and it is easily adaptable to support other disciplines. Available are versions of the online resource that are compatible with Blackboard, Moodle and WebCT (Vista and CE) along with installation instructions, guidance to academics and additional activities.

<[www.heacademy.ac.uk/physsci/home/projects/jisc\\_del/employabilityproject](http://www.heacademy.ac.uk/physsci/home/projects/jisc_del/employabilityproject)>

### What is a **TOOLKIT**?

A resource which brings together and provides links to:

- reports
- information
- resources
- downloads

for a particular topic.



### Skills and Careers

The University of Southampton has an extremely useful and very relevant web site that looks at the key skills in some detail. There are exercises for the student to perform to help them identify their own strengths and weaknesses in these areas. There is simple and easy to follow advice on a range of areas from oral and written presentations to forward planning. There are also helpful links to other interactive related topics such as study skills.

<[www.soton.ac.uk/~pw/teach/skills/](http://www.soton.ac.uk/~pw/teach/skills/)>

### Information Retrieval

The University of Leicester covers the area of information retrieval very well. This web site is well structured and very relevant. The sections are comprised of sources of information, successful database searching, a Web of Science (WOS) tutorial and scientific referencing. There is an optional quiz at the end of each section to test the student.

<[www.le.ac.uk/li/sources/subject3/chem/ist/synopsis.html](http://www.le.ac.uk/li/sources/subject3/chem/ist/synopsis.html)>

### Personal and Professional Development for Scientists

Developed by UEA this is a 20 credit course with a recommended teaching period of one semester, each five hours of contact time is divided into 2+3 hours. The materials have been produced as a set of five independent teaching units, each containing a number of separate learning activities to give flexibility. The objectives are clearly outlined and there is guidance for the tutor. The areas covered include team working, problem solving, communication skills and working in groups. Available in a downloadable format, free to all HEFCE funded UK institutions.

<[www.uea.ac.uk/che/ppds](http://www.uea.ac.uk/che/ppds)>

### Chemistry Careers and Advice

The Royal Society of Chemistry has careers and job advice available via the Chemsoc web site. The site deals with a wide range of careers news and there are helpful sections on CV preparation, interview technique and careers with chemistry including personal profiles. This site also offers some useful links to other sites.

<[www.rsc.org/Education/CareersAndCPD/index.asp](http://www.rsc.org/Education/CareersAndCPD/index.asp)>

### **Institute of Physics**

The Institute of Physics has a careers page on their web site. The site has case studies, job advertisements, careers fair news and some relevant links. There are useful sections on psychometric tests, presentations and group exercises.

<[www.iop.org/activity/careers/](http://www.iop.org/activity/careers/)>



### **Got a degree? What next...**

This booklet offers advice on job seeking, guidelines for CV preparation and interview techniques. Some of the employment opportunities available within the chemical and pharmaceutical industries and other unrelated areas are outlined. Available free to RSC members both in hard copy and PDF format.

<[www.rsc.org/membership/memberzone/careers/index.asp](http://www.rsc.org/membership/memberzone/careers/index.asp)>

### **Getting the message across: Key skills for Scientists**

In addition to presentation skills this booklet includes areas such as time management, meetings and networking. It is available free of charge for RSC members and costs £1.20 for non-members.

<[www.rsc.org/education/teachers/learnnet/Getting\\_message.htm](http://www.rsc.org/education/teachers/learnnet/Getting_message.htm)>

### **Handbook of Science Communication**

This book covers written and oral communication skills and team working. It is an easy to read book with some good suggestions.

A. Wilson, Institute of Physics Publishing, £12.00.

### **The Higher Education Academy – Employability and enterprise pages**

The web site offers good background information into the area of employability as a whole. The site is likely to be useful to tutors looking for more general information.

<[www.heacademy.ac.uk/ourwork/learning/employability](http://www.heacademy.ac.uk/ourwork/learning/employability)>

### **Keynote Project**

This HEFCE funded project has a web site containing useful generic information on employability including Personal Development Planning (PDP) and work placement guides. Included are some useful links to other sites.

<[www.leeds.ac.uk/textiles/keynote/](http://www.leeds.ac.uk/textiles/keynote/)>

### The Chemistry Style Manual

This is available in PDF format and covers report writing in some detail. Also included are tips for poster and oral presentations.

<[www.deakin.edu.au/~lim/KFLim/books/Style\\_Manual\\_2003.pdf](http://www.deakin.edu.au/~lim/KFLim/books/Style_Manual_2003.pdf)>  
<[www.heacademy.ac.uk/physsci/publications/practiceguides](http://www.heacademy.ac.uk/physsci/publications/practiceguides)>

### Scottish Funding Council Enhancement Themes - Employability

This initiative aims to enhance the student learning experience by concentrating on key themes. Each year there are new themes and in 2004-5 employability was selected, though work continues to be done in this area. This site details what has been achieved so far, including case studies, presentations given and a list of institutional contacts for employability across Scottish HEIs.

<[www.enhancementthemes.ac.uk/themes/Employability/default.asp](http://www.enhancementthemes.ac.uk/themes/Employability/default.asp)>

### Student Employability Guides

These handouts were designed by the Physical Sciences Centre for undergraduate students, to give them information about the employability skills they are acquiring during their degrees and how to sell these skills to employers. These guides are available for chemistry, physics and astronomy, and forensic science students. Copies can be downloaded from the Centre website or alternatively, multiple paper copies can be ordered.

<[www.heacademy.ac.uk/physsci/publications/miscellaneous](http://www.heacademy.ac.uk/physsci/publications/miscellaneous)>



## Publication Details

**This document is just one of a series of Toolkits from the UK Physical Sciences Centre all available to download from the website (see right). The Centre also produces other publications and resources in support of teaching and learning in higher education. This includes a newsletter and journal. To have these sent to you in hard copy format upon publication, visit our website and join the Centre mailing list.**

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