# **Intro**

Half of this career plan should be completed **by the start of** **semester/trimester 2.** This will allow you enough time to plan for summer internships, work experience etc.

# **Self-awareness *(Module: Who am I?)***

Complete the self-assessment areas **before** the start of semester/trimester 2.

|  |  |
| --- | --- |
|  | **My view** |
| Values |  |
| Personality |  |
| Working styles |  |
| Temperament |  |
| Strengths & skills |  |
| Qualities |  |

Ask family/friends/colleagues/peers for their views **during** semester/trimester 2. Compare your findings.

# **Current workplace skills *(Module: Workplace skills)***

Complete the work skills audit **before** the start of semester/trimester 2.

|  |
| --- |
| **List 3 workplace skills requiring development/evidence** |
|  |
|  |
|  |

# **Current career aspirations *(Module: Career possibilities)***

Explore potential career opportunities **before** the start of semester/trimester 2.

|  |
| --- |
| List up to 4 potential careers/roles you are considering straight after university. |
| Which would you like to an insight into first? |
| What skill(s)/knowledge/behaviour do you hope to develop? |

According to UCAS, 2/3 of employers want to see sector relevant experience. How can you show sector relevant experience? It could be a combination of:

* part time work
* volunteering
* temporary work
* seasonal roles
* Internships/placements
* freelance/self employment
* work experience

Identify one company that can provide you with this opportunity.

|  |  |
| --- | --- |
| Company name |  |
| Person’s name |  |
| Person’s contact details |  |
| Draft email/letter checked by: | *(Cover letter module will help)*Employer Hub/tutor/family or friend/work colleague |
| Response: |  |
| **Inform the Employer Hub (in line with UCP policy)** |

# **Goals & actions**

1. **Before** **the start of semester/trimester 2**, identify up to 4 goals that you wish to achieve by the end of your first academic year (this will be May or December).

**Note**: paid summer internships are generally applied for 6 months prior (Jan.)

1. **At the end of your first academic year**, consider what additional goals you should achieve before you start your second year.

**Areas you may wish to consider.**

* Identifying the employer skills/behaviours you need to develop/improve *(Workplace skills module)*
* Develop presentation skills *(Presentations module)*
* Create a graduate level CV to use for part time/vacation/volunteering/internship work *(CV module)*
* Create your LinkedIn account *(LinkedIn module)* and…
	+ Follow University Centre Peterborough (UCP)
	+ Follow key businesses/organisations
	+ Connect to key personnel in the industry
* Researching possible career options, where your degree can take you *(Career possibilities module)*
* Approach companies & meet employers for taster visits (½ days) to test career aspirations *(Cover letters module)*
* Complete work experience to identify fields you are interested in
* Explore part time work that will support your career path
* Plan your summer internship/placements (start in December)
* Check your digital identity (privacy settings, email address, google yourself!)
* Complete additional qualifications such as ICDL, first aid, language
* Engaging with all relevant employer related activity provided by UCP

**Examples of goals (who, what, when, where, why)**

1. I will find a summer internship in my sector that allows me to build on my strengths and provides more opportunities to gain experience by April.
2. By June, I will find an online/physical numeracy course to complete over the summer to develop my maths skills.

**Goals to complete by the end of the first teaching year (May/Dec)**

**Goal 1:**

|  |  |
| --- | --- |
| **How - Specific action(s)**  | **By when** |
|  | May/Dec |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 2:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | May/Dec |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 3:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | May/Dec |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 4:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | May/Dec |
|  |  |
|  |  |
|  |  |
|  |  |

Please inform the Employer Hub of any employer-based activity you complete (mentor, work experience, placement, internship) to be in line with UCP policy.

**Goals to achieve before the start of the next academic year**

**Goal 1:**

|  |  |
| --- | --- |
| **How - Specific action(s)**  | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 2:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 3:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 4:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

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