# **Intro**

This career plan should be started at the beginning of your third year to allow you time to develop key skills and apply for graduate internships, schemes or jobs, apply to complete a masters or to develop your own business.

According to UCAS, 2/3 of employers want to see sector relevant experience. 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

# **Goals & actions**

**Before** **the start of semester/trimester 2**, identify up to 4 goals that you wish to achieve by the end of your final year.

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

**Areas you may wish to consider.**

* Creating a ‘Job seeking schedule’ *(Job seeking module)*
* Update CV for each application *(CV module)*
* Update your cover letter for each application *(Cover letter module)*
* Update LinkedIn profile *(LinkedIn module)*
* Review your values, beliefs, motivators *(Who am I? module)*
* Update your Workplace skills audit *(Workplace skills module)*
* Action workplace skills requiring development/evidence *(Workplace skills module)*
* Develop your networking *(Job seeking module, Networking module*)
* Digital identity maintained (privacy settings, examples of work, networking) *(LinkedIn module)*
* Register with recruitment agencies, job sites, LinkedIn etc. *(Job seeking module)*
* **Pre-Xmas:** Apply for graduate schemes/placements/internships *(Job seeking module)*
* Practice interviews & assessment days *(Interviews & assessment days module)*
* Practice aptitude tests *(Interviews & assessment days module)*
* Apply for graduate roles/graduate schemes/masters *(Job seeking module)*
* Engage with all relevant employer related activity provided by UCP
* Book 121 support with the Employer Hub or National Career Service

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

1. I will find 3 regular networking opportunities in Cambridgeshire in my sector that allow me to develop business links by November.
2. By Jan, I will have applied for 5 graduate schemes in my sector to start my fulltime employment in June.

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

**Goal 1:**

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| --- | --- |
| **How - Specific action(s)**  | **By when** |
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|  |  |
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**Goal 2:**

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| --- | --- |
| **How - Specific action(s)** | **By when** |
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|  |  |

**Goal 3:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
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|  |  |

**Goal 4:**

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| --- | --- |
| **How - Specific action(s)** | **By when** |
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Please inform the Employer Hub of any employer-based activity you complete (mentor, work experience, placement, internship) to be in line with UCP policy.