



Career Development Centre

Career Guide 2011-2012

Your essential guide to the services on offer at the Career Development Centre and online at www.ntu.ac.uk/careers

Careers in Focus • Job Seeking • Further Study

Your career starts here

Whatever stage you are at in your studies it is never too early, or too late, to start thinking about your future. This guide will help you think about all the options available and start planning your career.

The Career Development Centre offers advice and information on whatever you are planning to do after you graduate, including graduate schemes, further study and the application process.

We offer:

- Stacks of resources in our three centres at City, Clifton and Brackenhurst, including free publications, web access and one-to-one careers consultations.
- Events throughout the year at which you can meet prospective employers and postgraduate course providers including:
 - Coffee and Muffins Open Days;
 - Careers in Focus seminars;
 - Job-seeking skills workshops;
 - Employer presentations;
 - Recruitment Fairs.
- Our website at www.ntu.ac.uk/careers, where you can access information, search for employers and find out more about forthcoming Career Development Centre activities online, 24-hours a day.





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How can we help you?

Your Career Development Centre is available to give you the advice you need at every stage of your career planning. Whether you are just starting to look at your options, or you have a clear idea of the direction you want to go in, we have the resources and knowledge to help.

Make the most of your Career Development Centre

You can use our services and resources at any time during your studies, and we are available to help you up to three years after you graduate. Taking the opportunity to get advice while you are at university can give you more time to consider the different options and be prepared for life after studying. Visit our Careers Centres to browse our resources. Careers Consultants are available to answer any questions. For more in-depth advice, make an appointment to see a specialist Careers Consultant.

Expert advice on any career topic

- Career options
- How to develop your skills while at university
- Potential employers
- Applying and preparing for interviews
- Work experience and internships
- Further study

Visit us online – www.ntu.ac.uk/careers

You don't have to come in to one of our Careers Centres to find information about your career options. The Career Development Centre website has a wealth of information and resources to help you make the right decisions.

Vacancies – see the latest vacancies from a wide range of graduate recruiters.

Events – all the latest events including Careers in Focus, Employer Recruitment and Job-Seeking Events. Find out more and book your place online.

Destinations® – a resource for students, designed to help you to manage your career from university to work and beyond. Explore Destinations® for information including assessing your skills, writing your CV, making applications and helping you to prepare for recruitment tests and interviews, and links to further resources www.ntu.ac.uk/destinations.

Facebook – Follow us on Facebook and keep up-to-date with Careers events. Search for NTU Career Development Centre.

Come to one of our careers events

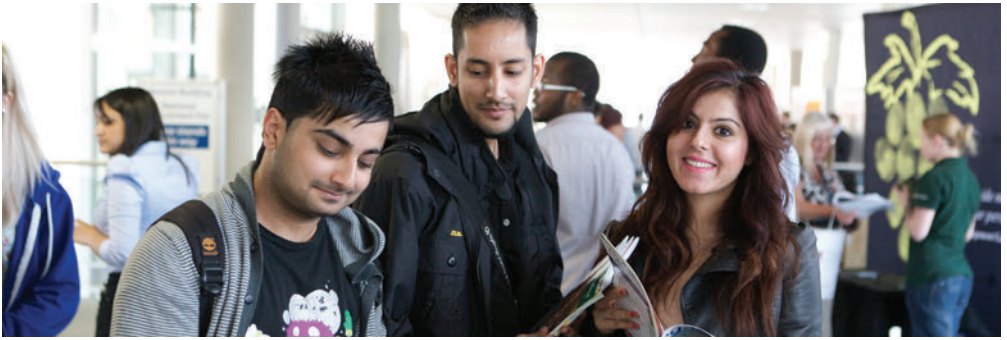
Events take place throughout the year giving you the chance to find out more about different careers and meet potential employers.

Coffee and Muffins Open Days – autumn term

Join us for a drink, a snack, and a chance to see the resources available to you.

Careers in Focus seminars – autumn and spring terms

A series of talks by employers and professional bodies, giving you an insight into the wide range of careers available to you, whatever your subject.



Job-seeking skills workshops – autumn and spring terms

Develop the skills which will be advantageous to you before and during your job search. The sessions are led by employers or a Careers Consultant.

Employers' Recruitment Programme – autumn and spring terms

Graduate recruitment presentations by employers who are particularly interested in recruiting graduates from Nottingham Trent University.

Recruitment Fairs – autumn and spring terms

- **Property, Design and Construction Fair** – City site, 9 November 2011
- **Work Experience and Voluntary Work** – Brackenhurst campus, March 2012
- **National Recruitment Fair** – City site, May 2012

“Well organised, great venue, high calibre of students.” Wikijob

“Great calibre of students.” Arcadia

Art and Humanities Events Week – Clifton campus, spring term

Science and Technology placement workshops – spring and summer terms

Full details of the all the events can be found at www.ntu.ac.uk/careers.

Where to find us

We have Careers Centres at all three campuses where you can find extensive resources and meet with Careers Consultants.

City site

The Careers Centre is part of the Student Services Centre based in the Central Court between the Newton and Arkwright buildings.

Clifton campus

The Clifton Careers Centre is within the Student Centre, next to the Refectory in the George Eliot building.

Brackenhurst campus

The Brackenhurst Careers Centre is based in the Bramley building.

The Careers Centres are open all year, but opening hours are restricted during vacations. Check the website for details www.ntu.ac.uk/careers.

Making the right choices

Before you start job-hunting, it's important to be clear about your career choices. Look at your skills, knowledge, interests and experience and match these against the requirements of different jobs.

The job market in the UK is very flexible and there may be many different options available to you. It makes sense to explore all your options and think through which you might want to pursue.

One of the best ways to get started is to use an online career-matching system such as Prospects Planner, available at www.prospects.ac.uk > Jobs > What jobs would suit me?

Do your research

It's a good idea to get plenty of information on your different career options to understand what they involve and what they require in terms of qualifications and experience. You can then match your current skills to those required and find any gaps between your current abilities and what employers are looking for.

Spend some time in our Careers Centres where you have access to resources giving you information on different careers. These include the Prospects 'Options' series and the TARGETjobs series which provides down-to-earth information about a range of employment sectors and hundreds of advertisements from employers seeking graduates.

Our Careers in Focus seminars, in the autumn and spring terms, give you the chance to hear from a range of employers and professional organisations. These presentations allow you to gain an insight into various potential careers and help you assess your choices.

You'll find useful advice on how to assess your skills and information on a wide range of careers on our website www.ntu.ac.uk/careers.

Look at what other graduates have done

To find what other graduates have done, you can read alumni profiles at www.ntualumni.org.uk > Careers & networking > Graduate profiles. The Prospects website www.prospects.ac.uk provides national statistics on 'What Graduates Do', and provides information about how many graduates have jobs, the types of jobs they went into, and how many went on to further study.

Talk to a Careers Consultant

Talking through your options with one of our Careers Consultants can help you to clarify your thoughts and answer any questions you might have. There is usually a Careers Consultant available in the Careers Centres to answer any quick questions.

For more in-depth advice, make an appointment to see the specialist Careers Consultant for your subject area.

For a list of Careers Consultants and their specialisms, visit www.ntu.ac.uk/careers.

Get advice from former students

Share the experiences of former NTU students with our Alumni Mentoring scheme. These mentors have agreed to make themselves available to talk to current students about their careers and their journey since graduation. You can find a database of mentors on NOW: www.now.ntu.ac.uk > resources > student information.

Preparing for your career

Being at university isn't just about studying and socialising. Your time here is a great opportunity to gain extra skills and experiences that will make you stand out from other applicants and be more attractive to employers.

As competition increases for job opportunities, it's essential that you equip yourself with a wide range of skills over and above those you gain through your studies. These additional skills will improve your employability and set you apart from other applicants, helping to increase your chances of success as you begin applying for jobs.

Top ten tips from Enterprise-Rent-a-Car to make yourselves more employable:

- 1. Experience matters:** Work experience and internships will often make you stand out. Employers know that a taste of the commercial world will sharply reduce the learning curve when you join the workforce full-time.
- 2. Volunteering:** Unpaid volunteering highlights graduates with a social conscience and proactive work ethic.
- 3. On-campus activities:** Make the most of clubs, sports teams and social groups, particularly in positions of responsibility. They help to build teamwork and leadership skills.
- 4. The academics isn't everything!** Unless you're going down a route where you need explicit technical skills, it's often good to position yourself as a well-rounded individual. A good degree matters but so does everything else you did at university.
- 5. Confidence shows:** Some people are great at writing CVs but lack interpersonal skills. How well do you communicate what's on your CV? How well do you sell yourself? Do you say "I'm afraid I've only done this..." or "Actually, I've achieved this..."?

6. Have you done your research? Ensure you know at least something about the business where you're applying for a job. A question that begins "I was looking at your website and wondered..." is a good sign to employers. Also, it's often worth calling the company up before the interview to ask for more details about the job on offer.

7. Professionalism: It's amazing how many new graduates don't turn up on time for their interview or dress appropriately. Not every company expects a suit, but you should at least make the effort to find out about its dress code.

8. Using your initiative: For employers, the most promising recruits are usually those who really made an effort. That can mean everything from entering undergraduate awards and competitions while at university, to making the best use of your contacts afterwards.

9. Networking skills: Business is a social environment, so you will often have to demonstrate your skills at listening, making small talk and putting other people at their ease.

10. Motivation: If you get asked "Why do you want to work here?" you should have a real answer and not just a pat response. You might not yet be thinking in terms of a lifelong career, but you should at least know why you've chosen that company.



Work experience and internships

Spending time in a business or organisation will give you an understanding of the working environment and some invaluable experience.

There are many benefits to spending some time undertaking work experience, including:

- Learning more about the cultures and values of organisations.
- Demonstrating your commitment to a particular profession and improving your chances of gaining a place on a professional postgraduate course in, for example, teaching or law.
- Learning more about working in a particular area. You may decide that you do not want to do that type of job after all.
- Developing skills that employers are looking for.
- Making contacts that may help your future career. You may be able to secure a graduate job in the organisation.
- Adding workplace experience to your CV.
- Earning extra money, though not all opportunities are paid.

"My internship was incredibly rewarding. I was constantly surprised by how involved I became with every element of the business... and subsequently learnt a lot whilst feeling genuinely appreciated. It was confidence boosting ... and by the end I felt I was an important part of the business ... almost integral to it running smoothly. I'm still doing it now!" 2010 Design graduate

Different types of work experience

There are different ways you can undertake work experience. This can be a formal route such as an industrial placement, a vacation placement scheme or a structured programme such as STEP (www.step.org.uk). Other, more informal opportunities include casual work, voluntary work and work shadowing.

Professional training and further study

A professional or postgraduate qualification could give you an advantage over other graduates.

While there are many benefits to be gained from postgraduate study in the UK or abroad, you must think carefully why you want to do it and how you want to use the qualification. Generally speaking, there are no closing dates but it is best to apply for courses by Christmas. Your reasons for undertaking a postgraduate course may be because you would like to:

- develop knowledge gained through your first degree;
- develop knowledge of a vocational area, e.g. IT; or
- enter a career which requires a postgraduate qualification, such as teaching or the legal profession.

To find out more visit www.ntu.ac.uk/postgraduate.

Job seeking

The Career Development Centre has a wide range of information resources to help you with your job seeking.

Opportunities online

This is the Career Development Centre's vacancy website which provides details of opportunities available to NTU students and graduates and can be accessed at www.ntu.ac.uk/careers.

Directories

The following directories contain details of hundreds of graduate employers and vacancies. All are available for you to collect from the Career Development Centre in October:

- Prospects Directory
- GET Directory

Vacancy bulletins

The following can be collected from the Career Development Centre:

- *Prospects Finalist*: future vacancies
- *Prospects* magazines: law, public sector, work experience
- *TARGETjobs* careers booklets and magazines

Newspapers and periodicals

A list of useful national and regional publications is available from the Career Development Centre.

NTU Graduate Recruitment Fairs

Each year we hold our own fairs:

- **May**: NTU National Recruitment Fair – information on graduate opportunities, self-employment, work experience, and postgraduate study for all students and degree disciplines
- **November**: Property, Design and Construction Fair
- **March**: Brackenhurst Work Experience and Voluntary Work Fair

During the autumn term, the International Association of Student Industrial Societies (AIESEC) holds its annual fair at The University of Nottingham. There are national fairs in London in December and at regional universities during the summer.

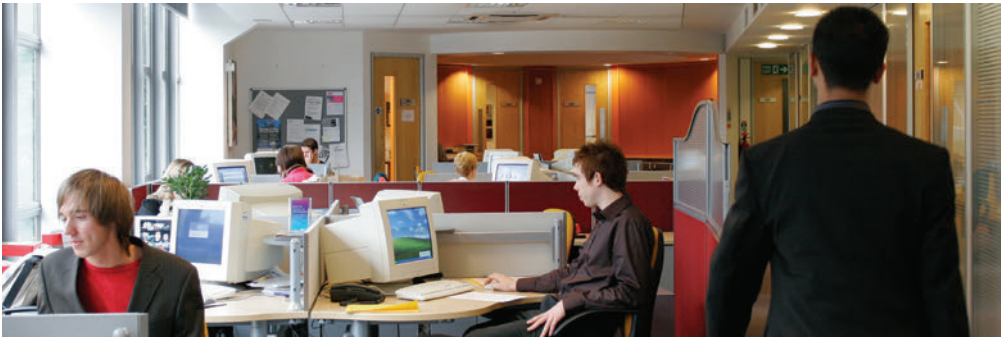
Recruitment consultancies

These can assist your job search, as long as you make sure that they have experience of, and a good reputation for, placing new graduates.

International opportunities

If you are interested in international opportunities you can access Going Global: <http://online.goingglobal.com>.

TIP: Visit our online vacancies database at www.ntu.ac.uk/careers for up-to-date information on graduate opportunities, work experience and volunteer work.



Small and medium enterprises (SMEs)

The advantages of working within a SME are that smaller companies can be less hierarchical, and in the early stages of your career they can provide increased contact with senior people in business so that you quickly become capable of interacting with senior managers.

“Advantages for working with a SME include getting involved in a wider range of projects, taking on extra responsibilities and being involved in each stage of the task, seeing the end results and my work noticed.”

While larger companies may have more money to invest in graduate training schemes, a SME will give you the chance to contribute directly to the future of the company. Pay and promotion prospects may be less structured than they are with larger companies and, while this can sometimes mean a lower than average starting salary, it can also lead to more rapid professional progression. If you are good at what you do, you can progress very quickly with a SME, gain greater variety of experience and more job satisfaction.

Some SMEs use our vacancy publication *Opportunities* to advertise their vacancies but you can also identify employers through:

- The Federation of Small Businesses: www.fsb.org.uk
- Chamber of Commerce Directory

Starting your own business

A growing number of graduates are working freelance or starting their own businesses. The Hive has been set up by the University to offer specialist advice and practical assistance to new or recent graduates, helping them start new companies and enterprises.

If you think your business idea has market potential, talk to us. The Hive will help you assess the commercial viability of your idea, and offer a wealth of practical advice on how to protect and develop it, and turn it into a viable business opportunity.

Opportunities may also exist for undergraduates undertaking a placement year to develop their own business idea at The Hive. You will access the full range of Hive support to test out your idea and to acquire commercial skills which will prove invaluable in your own business as well as in business in general.

Find further information on Hive and the Headstart Programme online at: www.ntu.ac.uk/hive.



Knowledge Transfer Partnerships

This is a government-funded scheme that enables graduates to work in companies, usually for two years, on high-profile projects central to an employer's business, growth and development.

Further information available at:

www.ntu.ac.uk/business_professions.

Details of national vacancies are available at:

www.ktponline.org.uk.



Further information

The Career Development Centre has a comprehensive range of reference material which includes the following:

- Can I have a few minutes of your time? (AGCAS video on creative job-searching)
- Career Guide for Creative and Unconventional People (Ten Speed Press)
- No Idea About a Career? (GTI)
- Jobs and Careers Abroad (vacation work)
- East Midlands Chamber of Commerce Directory
- Job Seeking in Nottinghamshire (Career Development Centre)
- A selection of international employment directories
- Starting your own business
- Start and run a business from home

TIP: www.ntu.ac.uk/destinations will help you hone your job-seeking skills.

Applications

The Career Development Centre can provide assistance with CVs, covering letters, and paper and online application forms.

The golden rules

To make sure that your applications are as effective as possible, and that the time spent on them is best used, you must be selective about your choice of employers.

- Do your research and know why you are targeting an employer, rather than firing off speculative applications to lots of employers.
- No matter what format your applications take, remember to demonstrate how your skills and experience match the employers' criteria.
- Check your spelling and grammar – over 50% of applications are rejected for this reason – make sure your spell-check is set to UK English!
- Don't undersell yourself and make sure you answer the question – to avoid making the mistake of not answering the question fully, read each question carefully and break down into the constituent parts.

In job applications, words and phrases such as the following may be useful:

Words

creative
effective
efficient
excellent
initiated
initiative
practical

Phrases

extensive experience / knowledge of
proficient in
promoted to
responsible for
successful at
worked closely with

Online applications

These are being used increasingly by employers, and applicants need to pay the same attention to detail as they would with traditional paper forms. Practise making online applications with the **www.selectsimulator.com** training programme.

Further information

The Career Development Centre has the following available:

- You're Hired! How to write a brilliant CV
- Making Wizard Applications (GTI)
- Selection Success in One (video)

Apply yourself

Useful advice about applications can be found at:

- **www.ntu.ac.uk/destinations**
- **www.targetjobs.co.uk** > General advice
- **www.prospects.ac.uk** > Careers advice

There is a menu of choices from which you can choose, depending on the type of application you are seeking advice about. You will find a particularly helpful section on online application systems.

- **www.selectsimulator.com**

Essential advice on online applications, including a standard form to complete and use in the future.

TIP: Why not call in at the Career Development Centre and have your application checked before you send it?

- Ideally, your CV should cover approximately two sheets of A4.

- Make your CV easy to read, using good layout and clear headings.

- Work experience: separate related experience from non-related work experience.

- Be consistent in your presentation: e.g. put information in reverse chronological order, i.e. most recent first.

- Break the information up into bite-sized chunks. Avoid long sentences / paragraphs and use note form and bullet points.

- Avoid too much detail and abbreviations, especially on technical matters. It may be important but it may not be understood by the reader.

- If including a Skills Profile, provide evidence of where skills obtained or developed.

- Use good quality paper and printer. If sending as an email attachment, keep the formatting simple.

- Always include a covering letter / email.

Many CV formats are acceptable; the Career Development Centre can help you prepare the best kind for your applications. For more effective applications see, 'Writing a CV' on our website www.ntu.ac.uk/destinations.

John Wilmott
14 Wilford Gardens, Wilford, Nottingham NG3 6RT, Tel: 0115 974 5657, Email: cj89@msn.net
D.O.B 12.11.84

Education and qualifications

2009-2012 BA (Hons) International Business
Nottingham Trent University
Dissertation: *'The European Union – growth or demise'*

2008 A-levels – History (A), English (C), Economics (C)
Meole Brace School, Shrewsbury

2005 10 GCSEs A-B including English and Maths

Related work experience

June-Sep. 2010 **European Commission – Stages**
Assisting with high-level administrative and logistical tasks, e.g. organising working groups, forums, public hearings and meetings, compiling information and documentation, preparing reports and answering queries.

Other work experience

July 2008 – July 2009 **BUNAC Work Australia**

- A one year programme and worked as a Gym Clubs Consultant
- Selling gym memberships
- Arranged tours of gyms within the Group – in Sydney and Melbourne

June-Sept. 2007 **Nottingham Health Care Trust – Care Worker Volunteer**

- Based in adolescent drop-in unit in deprived inner-city suburb, helping organise activities for client group.
- Signposted clients to other support agencies, such as counselling, education provision, careers advice and sporting activities.

Skills and achievements

Communication
Excellent written and oral skills developed through my degree course. Communicated with a wide range of people during my work experience including colleagues, client groups and members of the public.

Team-working
Worked in a range of team environments, taking on different team roles. Play regularly in a basketball team.

Organisation
Organised a range of activities whilst in Australia, including bungee jumping for local charity and raised \$1000, co-ordinating people, resources and activities.

Problem-solving
Whilst working at the European Commission, there were a number of issues which needed to be resolved with regard to the cross European meetings and forums.

IT
Competent in Word, Excel and the Internet.

Interests

Sport
Member of University basketball team and regularly run for charity – raising £2,000 to date.

Music
Have played the saxophone in a band for 10 years – jazz and classical.

Travel
Enjoy travel and have organised trips to Australia, South America, Europe and China.

References

<p>Philip Connelly Course Leader Nottingham Business School Nottingham Trent University Burton Street Nottingham NG1 4BU Email: philip.connelly@ntu.ac.uk</p>	<p>Pierre Francois Senior Administrator European Commission Email: pierre@euro.htm</p>
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Successful interviews

Did you know that your Career Development Centre offers practice interviews?

For recruitment and selection, employers often use a two-stage process: a traditional interview and a more in-depth appraisal through an assessment centre.

The interview

Whether this is face-to-face or over the phone, there is no substitute for thorough preparation.

Basic preparation methods:

- Find out as much as you can about current company activities.
- Think what you could be asked and prepare your answers.
- Consider what you could ask them.

Telephone interviews are increasingly used to screen applicants. To compensate for the lack of visual contact in this format, use your voice to project your self-confidence and enthusiasm.

The assessment centre

Typically, activities include group and individual exercises, presentations, psychometric tests, and at least one further interview.



Further information

The Career Development Centre resources include:

- Selection Success in One – Jobs online, first interviews, assessment centres
- Making an Impact – graduate job interviews
- First Interviews – sorted! (GTI)
- Second Interviews and Assessment Centres – going all the way! (GTI)
- Psychometric Tests (AGCAS)
- Great Answers to Tough Interview Questions
- The Definitive Job Book
- Drop Dead Brilliant

Selection success

Use the following websites for advice and practice tests:

- www.ntu.ac.uk/destinations
- www.ntu.ac.uk/careers > Resource Centre
- www.targetjobs.co.uk > General advice – top tips and techniques for interviews.

Alternatively, choose 'Job hunting tools' and choose 'Psychometric tests', including the well-known SHL tests.

- www.prospects.ac.uk > Careers advice > Interview tips
- www.shldirect.com
- www.assessmentday.co.uk

Life after graduation

As one of our graduates, you can use the Career Development Centre facilities for up to three years and our website resources for as long as you like.

By the time that graduation comes around, not everyone has worked out what they want to do with their lives. Even if they have, they may not have found a suitable job or started looking. Whatever your own situation, as a graduate of the University you can have a careers consultation for up to three years after graduation and use our resources and website for as long as you need. If you move away from the area you may be able to use your nearest university careers service: www.prospects.ac.uk has contact addresses.

Time out

As an initial part of your life after graduation you might be considering taking 'time out'. The idea can seem very attractive and the number of students doing it is increasing. Most importantly, however, you have to think through what you are going to do and how you are going to do it: whether it's travel, voluntary work, work experience, or short courses to develop new skills, e.g. languages, or IT. You need to make sure that you use the time constructively, so come and discuss your plans with us if you wish.



The Alumni Association

The Alumni Association is a great way to stay in touch with friends and with the University after graduation. Membership is free and automatic – we really want to keep in touch with you.

As well as the many benefits available to you as a former student, you can also keep in touch with your University by becoming an online mentor – a facility on NOW where current students can chat to former students (alumni) about work and university life. To find out more visit www.ntualumni.org.uk/NetCommunity/mentoring.

We wish you every success for the future and remember to visit our stand in the Newton building on your graduation day for your free goody bag! Alternatively keep in touch with us at www.ntualumni.org.uk.



Information and resources

Specialist resources

International opportunities

We offer advice and information for both UK and international students who may wish to work or study overseas.

Resources include:

- a range of international and European employment directories;
- information from relevant international support agencies, e.g. UKCISA;
- Going Global: a web-based international careers and vacancies database.

We can offer general information for those of you who will need a permit to work in the UK after you graduate.

Equality and Diversity

Disabled students

The Career Development Centre offers various facilities which may help you in your career planning. Please let us know how we can support you.

We offer:

- materials in alternative formats;
- information on issues relating to disclosing a disability, legislation, and organisations who can assist with funding for equipment and adaptations for work;
- details of employers with a positive attitude to disability;
- ‘*What Happens Next?*’ A report published on the destinations of disabled graduates is available on www.agcas.org.uk in the Resources section.

Ethnicity

Resources for minority ethnic students include:

- *KAL*: a careers magazine for minority ethnic students which provides features, editorials and case studies;
- *Target* – Diversity
- *Smaart Talent* – published in conjunction with the Windsor Fellowship
- Information provided by the relevant support agencies, e.g. the Commission for Racial Equality and the Windsor Fellowship.

Mature students

Information includes:

- Information from the relevant support agencies, such as the EO Commission and Employers’ Forum on Age.

If you require in-depth advice on your own situation, our Student Support Services will be happy to help you:

www.ntu.ac.uk/studentsservices.



Information and resources

Online resources

Job seeking

NTU Career Development Centre	www.ntu.ac.uk/careers
Prospects Higher Education official website	www.prospects.ac.uk
Target Jobs	www.targetjobs.co.uk
Select Simulator practice online applications	www.selectsimulator.com
Assessment Day – aptitude and e-tray exercises	www.assessmentday.co.uk
Milkround.com online recruitment site	www.milkround.com
Graduate Jobs online recruitment site	www.gradjobs.co.uk
Federation of Small Businesses	www.fsb.org.uk
British Chambers of Commerce	www.britishchambers.org.uk
Yellow Pages	www.yell.co.uk
Companies House	www.companieshouse.gov.uk
Directory of UK organisations and institutions (including newspapers) ..	www.bubl.ac.uk/uk
Local government graduate careers	www.lgjobs.com
Civil Service	www.civilservice.gov.uk/jobs
Public-sector careers	www.publicsectorcareers.org
Skillset	www.skillset.org

Self-employment

NTU Career Development Centre	www.ntu.ac.uk/careers > Careers Advice
Business Link	www.businesslink.gov.uk
Shell Livewire	www.shell-livewire.org
The Hive	www.ntu.ac.uk/hive
Her Majesty's Revenue and Customs	www.hmrc.gov.uk/selfemployed

Work experience

The National Council for Work Experience	www.work-experience.org
Gap year	www.gapadvice.org
STEP	www.step.org.uk
Internships	www.internjobs.com
AIESEC	www.aiesec.co.uk
IAESTE	www.iaeste.org
IST Plus	www.istplus.org
Council on International Exchange	www.ciee.org
European Stages	http://ec.europa.eu/stages/index_en.htm

Information and resources

Online resources (continued)

International opportunities

British Council	www.britishcouncil.org
Going Global (available in the Careers Service)	http://online.goingglobal.com
Overseas jobs	www.overseasjobs.com
Foreign and Commonwealth Office	www.fco.gov.uk
European Commission	http://ec.europa.eu
Prospects country-specific information	www.prospects.ac.uk > Careers Advice section
Target Europe Application Zone	www.targetjobs.co.uk
UKCISA	www.ukcisa.org.uk
UNESCO	www.unesco.org
Overseas Development Institute	www.odi.org.uk
World Bank Group	www.worldbank.org
Chamber of Commerce international links	www.britishchambers.org.uk/zones/export/international-chambers.html

Postgraduate / professional study

Prospects	www.prospects.ac.uk
Research Councils	www.rcuk.ac.uk
Find a Phd	www.findaphd.com
Find a Masters	www.findamasters.com
Postgraduate Law Clearing House	www.lawcabs.ac.uk
Graduate Teacher Training Registry	www.gttr.ac.uk
Training and Development Agency for Schools	www.tda.gov.uk
General Social Care Council	www.gsc.org.uk
National Council for the Training of Journalists	www.nctj.com
Bar Council	www.barcouncil.org.uk

Professional associations

Directory of Professional Bodies	www.businesslink.gov.uk > find a contact
The Chartered Institute for IT	www.bcs.org
Association of Chartered Certified Accountants	www.accaglobal.com
Association of Photographers	www.the-aop.org
British Institute of Professional Photography	www.bipp.com
Institute of Chartered Accounts England and Wales	www.icaew.co.uk
Chartered Institute of Architectural Technologists	www.ciat.org.uk
Chartered Institute of Environmental Health (CIEH)	www.cieh.org
Chartered Institute of Management Accountants	www.cimaglobal.com
Chartered Institute of Public Finance and Accountancy	www.cipfa.org
The Institute of Chartered Secretaries and Administrators	www.icsa.org.uk
Bar Council	www.barcouncil.org.uk
Law Society	www.lawsociety.org.uk
The Institute of Legal Executives	www.ilex.org.uk
British Psychological Society	www.bps.org.uk
Royal Institute of Chartered Surveyors	www.rics.org
Royal Institute of British Architects	www.architecture.com
Chartered Institute of Personnel Development	www.cipd.co.uk
Chartered Institute of Public Relations	www.cipr.co.uk
Advertising Association	www.adassoc.org.uk
Chartered Institute of Library and Information Professionals	www.cilip.org.uk
Chartered Institute of Taxation	www.tax.org.uk
Chartered Institute of Marketing	www.cim.co.uk
Chartered Society of Designers	www.csd.org.uk
British Association of Social Workers	www.basw.co.uk
National Association of Probation Officers	www.napo.org.uk
Prison Officers' Association	www.poauk.org.uk
British Association for Counselling and Psychotherapy	www.bacp.co.uk
Royal Society of Chemistry	www.rsc.org
Institute of Physics	www.iop.org
Health Professionals Council	www.hpc-uk.org
Society of Biology	www.societyofbiology.org

Where to find us

City site

The Careers Centre is part of the Student Services Centre in the Central Court between the Newton and Arkwright buildings.

Clifton campus

The Careers Centre is part of the Student Centre, next to the Refectory in the George Eliot building.

Brackenhurst campus

The Careers Centre is based in the Bramley building.

Events

There is a range of events throughout the year to help you plan for your career and find the right job for you.

Coffee and Muffins Open Days

Autumn term

Join us for free drinks and muffins, a tour of the resource rooms and chance to pick up recruitment directories.

Careers in Focus seminars

Autumn and spring terms

Talks by employers and professional bodies giving insights into a wide range of careers.

Nottingham Trent University

Burton Street, Nottingham NG1 4BU

Tel: +44 (0)115 941 8418

This leaflet can be made available in alternative formats.

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Job seeking skills workshops

Autumn and spring terms

Develop the skills needed for successful job seeking with sessions led by employers and Careers Consultants.

Employers recruitment Programme

Autumn and spring terms

Presentations from employers looking to recruit NTU graduates.

Art and Humanities Events Week

Clifton campus, spring term

Science and Technology placement workshops

Spring and summer terms

Recruitment Fairs

Autumn and spring terms

- Property, Design and Construction Fair – City site
- Work Experience and Voluntary Work – Brackenhurst campus
- National Recruitment Fair – City site

Full details of the events programme can be found at www.ntu.ac.uk/careers.



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