

# Quick Guide to Student Employability

AN INTRODUCTION TO WORKING WITH US AND OUR STUDENTS



# Working with the University of Chichester on Student Employability

Thank you for your interest in working with the University of Chichester, its students and graduates.

We have over 5,500 students studying on a range of academic, professional and higher level courses. The University provides its students with life enhancing experiences and aims to empower them with the skills, experience and professional mind-set to prepare them for their working lives.

The Careers and Employability Service is keen to develop collaborative relationships with employers in order for you to find the best way to work with us. There are many ways you can get involved, developing early connections with our talented students and we can advise you on multiple areas of student employability.



# Employing our students and graduates

## Careers and Jobs Board

- The University of Chichester has its own unique Careers and Jobs Board for students and graduates to access information on companies and advertised positions.
- Our service is free to advertise as many opportunities as you like, in addition to promoting your company and raising its profile. Register at [careers.chi.ac.uk](https://careers.chi.ac.uk)

## Graduate jobs

- These are early career roles for recent graduates that require the applicant to have a degree and are usually not specific to a subject area.

## Graduate Scheme

- A graduate scheme usually involves rotations around different departments to give the successful applicant a whole company overview.
- A range of projects and trainings are completed in order to develop into a leadership position.

## Placements

- Placements are embedded in a course and are usually assessed and relevant to the student's degree, allowing them to put into practice their theoretical learning.
- They may last from a couple of weeks to 12 months. A 12 month placement is often referred to as a 'Year in Industry' and takes place between the second and final year of a degree.

## Internships

- Internships are normally fixed term paid positions, and there are often variations on type for both undergraduates and graduates.
- They may last from 1–12 months and will incorporate specific projects, training etc.
- Sometimes badged as a 'fixed term graduate role' or a 'placement'.

## Work Experience/Work Tasters

- Work experience is a short term opportunity which gives the student exposure to a particular company and the opportunity to support with tasks or a particular project.
- If unpaid, it should not involve any contractual obligations, replace a role that could be paid and should not last any longer than 20 working days.

## Work Shadowing

- The student shadows employees at a company to find out more about the company and the roles of staff there. It normally lasts no more than one to two days.
- May be asked to assist with basic tasks.

## Volunteering

- Unpaid opportunity with a not-for-profit or charitable organisation.

## Part-time job

- Paid job involving part-time hours.
- Often lower level work but could also be a graduate job or internship.

## Other ways to support our students' employability

### Meeting our students on campus

We run a variety of events on campus which allow you to meet our students and raise your profile. These include Employ-me events, employer presentations, practice assessment centre, interview sessions and supporting with careers education within the curriculum. Please get in touch to discuss how you can get involved.





## How to contact us

- [careers@chi.ac.uk](mailto:careers@chi.ac.uk)
- +44 (0)1243 816035
- [careers.chi.ac.uk](http://careers.chi.ac.uk)
- [@ChiUniCareers](https://www.instagram.com/ChiUniCareers)   



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*At the Chartered Management Institute we really value our partnership with the University of Chichester, working together to upskill our workforce for the new challenges and opportunities we are facing in the digital era.*

Matt Brian, Relationship Manager at the Chartered Management Institute (CMI)



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