

Careers and Enterprise

Finding Work Experience

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What we'll be covering

- The value of work experience
- Types of work experience
- Finding work experience
- Another option- Degree Placements (BSc X with Professional Experience)
- How work experience can help in the long run:
 Clinical Psychology Route & other Masters/PhD routes
- Work experience application tips
- Support beyond today from the Careers & Enterprise team



The Value of Work Experience





The value of work experience

- Allows you to sample and test out potential career pathways
- Demonstrates your motivation to work in a particular field to employers
- Enables you to build connections and a network of contacts
- Provides experience in the world of work & a professional environment
- Opportunity to 'test' career options before committing to a particular route
- Develop additional skills beyond your degree programme



Your degree

- Subject knowledge
- Specific software
- Research
- Report writing
- Data analysis
- Technical presentations



Work experience

- Social media
- Customer service
- Communication
- Industry knowledge
- Self-motivation
- Transferrable/ soft skills

Work experience also helps you avoid the below...



1 st year	2 nd year	Final year	Job or further study
Learn, study	Learn, study	Dissertation!	 I have no idea what I can do with my degree! I don't know what career/further study are right for me. I don't have enough work experience. I don't have anything on my CV besides my degree.



And instead build your knowledge and skills throughout your studies so you feel ready to take your next step after graduation!



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1 st year	2 nd year	Placement Year (Optional)	Final year	Job or further study
 Learn, study. Research career options Insight Weeks. QM Careers Programmes. Careers Fairs. Part-time work/ volunteering Student societies. 	 Internships. Work shadow Employer Eve Develop skills 	nts. Placements.	 Dissertation! Apply for Gradu schemes/ jobs/ further study. Take stock of ski and experience. 	ills



You career journey... **EAST**

EAST is the Queen Mary student career journey, which will help you prepare for your next steps, whether that be work, study, or your own enterprise.

Explore your career options
Acquire experience and skills
Showcase your experience and skills
Transition towards your next steps





Types of Work Experience





What activities do you think count as work experience?

Types of work experience

- **Internships** A short term, structured opportunity usually offered and advertised by usually larger employers (although may also be secured through a speculative application with a smaller organisation). Should be paid (unless a charity).
- **Insight Days/Weeks** generally consist of talks and presentations about the company, the sector and the roles available. <u>Sometimes paid often 'expenses only'.</u>
- **Placements** generally an integral part of the individual's course and is usually assessed or credit bearing. Sometimes paid, but if mandatory there is no legal requirement to do so. (Covered more later)
- Work Experience: any type of experience undertaken in the workplace. Like an internship, should be paid unless a charity or a 2 week placement where typically its expenses only. Could be part-time, or temp work, or voluntary.
- Work Shadowing Short term, informal activities conducted on company premises. <u>Unpaid</u>
- Volunteering Usually associated with charities and caring professions. Counts as work experience! <u>Unpaid</u>



STEM related and wider work experience

Clinical areas

- Largely linked to NHS but also other areas
- Hospitals
- Local clinics and health centres
- Care homes
- Local government/London Borough services:
- Community mental health teams
- Public health services
- Social services, schools and prisons
- Charities (Mental Health/Disability)
- Labs

Non-clinical and wider industry areas

- Local and national government (i.e. councils/London boroughs and civil service)
- Charities
- HR
- Marketing agencies, in house roles and Market research
- Consulting (generalist and healthcare focused)
- Media
- Education (Research, Teaching or Support)
- Data analytics
- Science communication, Technology
- Pharma (including sales, development & other areas)







Internships, placements & work experience: when to apply

Autumn & Winter: Larger businesses with formal application processes:

- Psychometric testing
- Assessment centres
- Online games etc.

Spring: Smaller businesses

- CVs
- Cover letters

Any time of year: Voluntary, Speculative applications (use your discretion)

- Apply early vacancies are often filled before deadlines
- Quality over quantity!
- Life goes on if you don't get the perfect internship

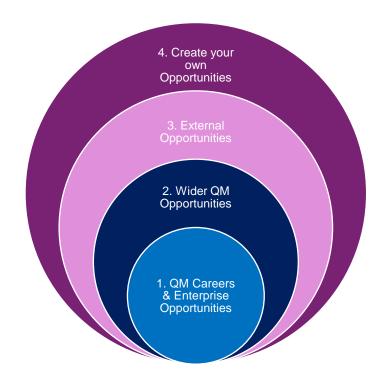


Finding Work **Experience**





Getting Started





Queen Mary Work Experience Opportunities

- <u>Qtemps</u> Paid temporary work for Queen Mary students and graduates, including roles on campus and with our external business partners.
- <u>Qmentoring</u> will pair you with a mentor with whom you can explore your career ideas, or if you are looking to acquire experience can help you gain a deeper understanding of a particular career or industry.
- QTaster helps you gain insight into different companies and roles. It also helps those looking to build their network and commercial awareness.
- <u>Student Consultancy Project (SCP)</u> Gain first-hand experience working with a client whilst receiving support from a Queen Mary supervisor. This programme gives you the opportunity to develop skills you can take forward into any profession not just consultancy.
- Micro Internships

 Take part in a short internship with a business, charity or social enterprise and gain experience in a real-life, professional setting with support and training from Queen Mary careers and internships staff.



Wider Queen Mary Opportunities

- QMUL Volunteering
- Become a mentor through programmes such as PASS – Peer Assisted Study Support and Buddy Scheme
- Apply to be a Student Rep or Student Ambassador
- Speak to contacts within your department on potential opportunities (e.g. supporting research or a PhD student with their work) Note: these aren't always guaranteed or available to UG students.



Where to find External Opportunities...

Wider Jobs Boards:

- LinkedIn
- Indeed.com
- Rate My Placement
- Target Jobs
- Total Jobs
- QM Careers Job Vacancies



Where to find External Opportunities...

Psychology Specific and Specialised Boards:

- <u>Jobs in Psychology</u> contains an array of job opportunities- mainly for graduates but may have placements too.
- NHS jobs useful career information and advice for job roles and entry requirements, in addition to a jobs board for careers in the NHS in England
- Charityjob.co.uk- Range of frontline & support roles in different charities
- <u>Jobs.ac.uk-</u> for research and support roles within universities.
- <u>Do-it</u> for Volunteering roles (plus organisations like <u>PACT</u>, <u>The Mix</u> and <u>Nightline</u> offer volunteering)

STEM focused opportunities:

Gradcracker- covers a wide range of STEM related opportunities

Marketing/HR/Wider Industry opportunities:

- <u>Bright Network</u> often lists summer internship opportunities from larger companies who run HR/Marketing Internships.
- Or search using the employer name, job role or industry e.g. 'marketing agency London'



Creating your own opportunities

- Sometimes, you'll need to be proactive and approach organisations that interest you directly by making what is called a Speculative Application. You can do this by:
 - Sending a concise introductory email & attach your CV
 - Try to send to named person in **relevant** department (carry out research on company employees/ contact switchboard)
 - Personalise the approach (& outline your interest in specific organisation)
- In terms of how to find a specific contact you may wish to look at the following platforms:
 - Company Website
 - Job adverts for other roles (which often list email addresses)
 - LinkedIn
 - Or start with alumni who may be able to help or signpost you! (Again LinkedIn or the QM Network are good places to start with this)









BSc with Industry/Professional Experience

- For students who have completed their 2nd year of study.
- Academic requirements: average of 60% in year 1-2 & no failed module.
- Duration: One academic year.
- Role: Any graduate level position; fulltime.
- Assessment: formative (pass/fail) & based on reflection.



Where to find out more about this option?

 Make sure you visit the QMplus pages depending on your programme of study









Where to find out more about this option?

Placement managers

- Biomedical Sciences & Neuroscience: Kashaf Junaid <u>kashaf.junaid@qmul.ac.uk</u>
- Biochemistry: Simon Moore simon.moore@qmul.ac.uk
- Psychology: Paraskevi Argyriou & Gwijde Maegherman <u>ug-placements-psych@qmul.ac.uk</u>
- Pharmacology IT: DJ Gould <u>d.j.gould@qmul.ac.uk</u>



Placement types

Advertised placements

- Online via external platforms.
- QM Careers Hub and via your placement managers.
- Competitive process (application, interview and selection).
- Not enough for everyone.

Self-arranged placements

- You will most likely do this.
- Best chance of getting something you want to do.

Don't wait for the 'ideal' placement & be open-minded! Placements may be paid or unpaid.







Examples of where to go for a placement

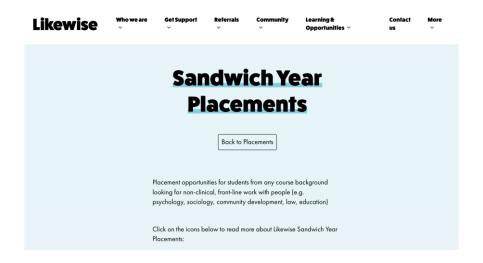
- Mental Health
- Social Care
- Youth Work & Restorative Justice
- Human Resources

- Pharmaceutical Industry
- Biotechnology
- Healthcare Industry
- Medical Writing

- Teaching Assistant
- Research Assistant
- Market Research
- Marketing & Social Media
- Data Handling & Analysis Support



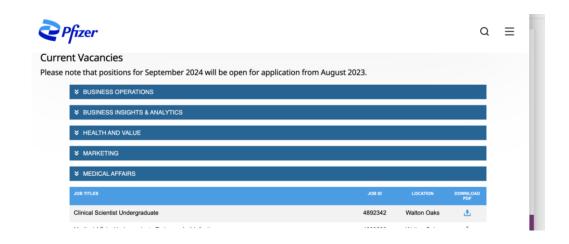
Current live placement openings



Community & mental health worker in charity



Current live placement openings

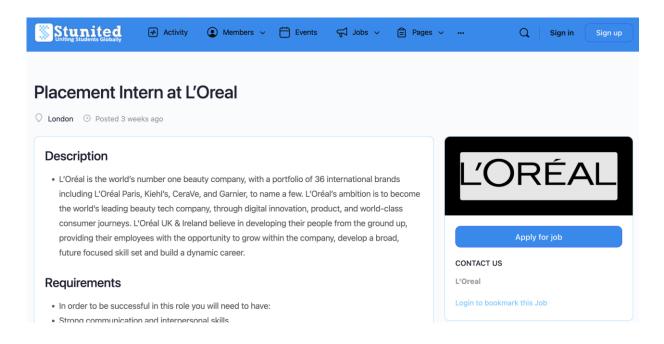


Several roles with Pfizer





Current live placement openings



Business, operations & marketing intern with I'Oreal





What to do next?

If it's not for you:

- This is completely fine
- Consider other ways to gain shortterm work experience

If it is for you:

- Review all available info on QMplus
- Stay committed to your studies & do well to meet the requirements
- Update & enhance your CV
- Speak to placement managers, Careers Consultants, advisors, peers who returned from placements
- Attend career events/workshops
 - November 27th at 3pm 'Meet placement alumni'
- Apply
- Seek advice for interview prep
- If successful, submit a change of programme form



Thinking longer term...



How work experience can help in the long run: Clinical Psychology Route

- Competition for postgraduate training is fierce.
- You'll need a first or 2:1 degree, and evidence of excellent research skills to apply.
- You'll also need relevant work experience- many programmes look a minimum of 12 months or sometimes 2 years of experience.
- It takes a long time to qualify –
 potentially 8+ years from starting
 university. Use gaining work experience
 to assess if this is the right path for you.



How work experience can help in the long run: Masters, PhD & Research careers

- Gives you an edge when applying for competitive programmes.
- Some programmes require work experience in the field.
- Provides evidence of your transferrable/technical skills in a real-life setting.
- Aids decision-making when choosing a programme.
- Evidences your commitment to self-development.

All careers require work experience!



How to stand out from the crowd





Application Top Tips

- Before you even start the application/CV analyse the job description: this will be your guide in terms of knowing what skills to focus on in your application and adapt your application/CV for each role you're applying to so its tailored for that opportunity.
- Also go through the whole application before starting: this will give you a good overview of what to expect and how you can plan your answers effectively.
- Your CV should be no more than 2 pages and should cover your education, work history and skillset.
- Explain your motivations clearly in covers letters using the 3 step approach- why the role? why the organisation? why you?
- In your application, draw on a breadth of experiences and if you don't have any work experience- refer to your degree and extra-curricular activities in your CV and application.
- Leave enough time to draft and review your answers: Applications take time and employers know how to spot a rushed answer.

And finally... seek support from the Careers and Enterprise team who are here to help!



Support from Careers

1:1 Appointments

For career-related queries, such as:

- CV & application feedback.
- Help with cover letters and personal statements.
- Help finding work experience.
- Deciding what to do after graduation.
- Practice for an interview you have coming up.
- Any other career-related questions.

To book: call 020 7882 8533 or use QMCareers Hub.





Questions?

