University Centre Peterborough

Career Possibilities

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Workplace skills - Objectives & agenda

This course aims to provide you with the skills to fully explore career possibilities.

Understand how to:

- Explore career possibilities
- Examine market intelligence

Career possibilities intro

When it comes to thinking about your career, the sooner really is the better. But we know that many students ask, 'Where do I start?'

This programme is designed to help you explore different career possibilities and identify how you can build your experience to strengthen you career opportunities. It will help you increase your awareness of your existing skills, preferences and motivations and help you figure out what you really want your career to look like.

Remember, this is a developmental process and you will need to revisit this on a regular basis (at least once per academic year).

You will need to invest quality time into exploring career opportunities, ensuring you are identifying the right career path that plays to your strengths and interests.

Image: https://www.dardanup.wa.gov.au/wp-content/uploads/sites/105/2014/07/careers-lightglobe.jpg

The key questions

1. What energises and motivates you?
2. What have been key moments in your career so far that have provided joy?
3. What has gone well and not so well in your career and students life so far?
4. What do you want to do? Look for the patterns in your values, strengths etc.
5. What are your options? Where can you use your skills?
6. What do you need? Be local/live abroad, 9-5 hours, flexible working pattern, child care

Now you can start to explore careers where there is overlap.

Suggestion

Being worried/fearful of making the wrong choice is normal. Remember that you are exploring pathways and this is a journey, not a race. Take your time, keep it in perspective and trust your gut instinct.

Types of employment

- **Traditional** career: one thing for one company
- **Portfolio** career: different things for different employees (spreads a risk of redundancy, learn a variety of skills, provides interest, provides work-life balance)
- **Freelancing:** self-employed person, offering services to clients, and often to multiple clients at a time
- **Self employed:** owns own business, proving service or goods
- **Fixed term & contract:** a contract for a service over a fixed period of time
- **Commission:** paid a set agreed fee when a service is completed/achieved
- **Entrepreneur**: organises a business or invests significant finances

Are you thinking of setting up your own business?

Here are links to great, free resources, advice and courses! There is additional information in the Job Seeking module.

- Free start-up pack, advice and resources:
  - https://www.syob.net/uk/business/PETERBOROUGH/87
- Opportunity Peterborough has some great links:
  - https://www.opportunitypeterborough.co.uk/business-support/start-up-support-and-young-entrepreneurs/
- Free start-up course
  - https://www.open.edu/openlearncreate/course/view.php?id=2179
- Explore Eventbrite for free start-up courses
- Free support @UKstartups
  - https://www.ukstartups.org/peterborough-small-business-startup-centre/

What jobs suit me - online tests & info

Once you have explored you personality type, and assessed your skills and strengths, you can consider the roles that may be appropriate for you (See 'Who am I?' and 'Workplace Skills').

You can explore what roles may suit you by completing online tests that may highlight re-occurring careers/job suggestions (NB some of these tests are based outside of the UK):

1. Completing the career planner matches:
    - https://www.prospects.ac.uk/planner
    - https://www.assessment.com/
    - https://www.whatcareerisrightforme.com/
    - https://www.truity.com/test/holland-code-career-test
    - https://www.careerexplorer.com/
    - https://test.careeraddict.com/
2. Completing a job match:
    - https://www.prospects.ac.uk/planner
    - https://beta.nationalcareers.service.gov.uk/
3. Browsing job profiles by sector:
    - https://www.prospects.ac.uk/job-profiles/browse-sector
    - https://nationalcareers.service.gov.uk/explore-careers
4. Browsing job profiles by role title:
    - https://www.prospects.ac.uk/job-profiles/browse-a-to-z
5. Where your degree can take you (although 80% of roles do not specify the degree subject)
    - https://beta.nationalcareers.service.gov.uk/

Career paths - graduate jobs

Exploring graduate jobs can give you an idea of careers that may interest you.

Image: https://www.currentschoolnews.com/wp-content/uploads/2019/05/graduate_20jobs_202.jpg

The 'job search' module contains links to job search websites. Click here to access this information: Job searching - Objectives & agenda.

You can print the list of websites to help. We would recommend, as a minimum, to look at

- https://www.prospects.ac.uk
- https://www.indeed.co.uk/ (Links to an external site.)
- jobs section in LinkedIn

Keep an eye on the UCP LinkedIn page for local graduate job postings.

Labour market intelligence

Using a Labour Market Intelligence (LMI) focused approach can enable you to get a clear picture of how your chosen career path/field is developing. You will then be in the best position to make career choices.

Growth areas in Peterborough

- Advanced engineering and manufacturing - over 100 companies employing over 9,000 people
- Agritech, food and drink - employ about 27,000 people (employers include British Sugar, Nestle, Bakkavor, McCain)
- Digital and creative - 6th most innovative city in the UK. Peterborough is the UK's first gigabit city (fibre internet). About 750 business including Bauer Media.
- Energy and the environment - about 380 employers employing around 6,000 people. The companies review water, waste water, recycling, energy management, sustainable energy. Businesses include Caterpillar Perkins and Dressur Und
- Financial services - city companies employ around 27,000 people (28% of Peterborough's workforce) and include companies such as Barclays, RSI, Diligenta

Growth areas for Cambridgeshire

- Life sciences
- Bio sciences
- Software development
- Gaming industry

Largest employers in Peterborough

- BGL - Think Meerkats, the insurance industry
- Coloplast - Medical equipment
- Bauer Media Group - online and physical magazines
- Ideal Shopping Direct
- Perkins Engines - Engineering

Largest employers in Cambridgeshire

- Astra Zeneca - pharmaceuticals & bio techs
- Marshalls of Cambridge - air and defense
- Hilton Food Group - food production & manufacturing
- BGL
- G's Group Holdings - food production & manufacturing

Business startups in Peterborough

- 37,900 active businesses
- Recently recognised innovators: Reuse, Solar Polar, ABAX, Flo Mech, Marmalade, Bradshaw Electri Vehicles, DNV GL

Jobs emerging over the next 10 years

- Cyber security expert
- Software developer
- Epidemiologist
- Nurse/care worker
- Logistics and supply chain management
- Big data analyst (analysing data)
- Online merchandiser (online shopping)
- Food technologist (food supply, food chain, alternative food supplies)
- Pilot
- Teacher
- Accountant
- Engineer

Labour market intelligence

For Cambridgeshire

- https://www.economicmodelling.co.uk/wp-content/uploads/Greater-Cambridge-Greater-Peterborough-LEP-Final-Version.pdf
- https://www.opportunitypeterborough.co.uk/app/uploads/2019/01/Peterborough-Economic-Intelligence-Report-January2019-FINAL.pdf

National statistics (primary sources)

- https://www.gov.uk/search/research-and-statistics?content_store_document_type=upcoming_statistics - Free access to data sets including labour market (Labour Force Survey, Public Sector Employment etc.).
- http://www.nomisweb.co.uk/ - Provides labour market statistics from official sources for local areas throughout the UK including the Annual Business Inquiry.
- www.hesa.ac.uk - The Higher Education Statistics Agency. Collects, analyses and disseminates data on higher education including the annual destinations survey.

National statistics (general)

- www.guidance-research.org/future-trends - Part of the Guidance Research Forum website. They provide comprehensive labour market information broken down by sector and region and delivered in the context of use in the careers guidance process. There are on-line training modules for guidance practitioners in using LMI

- www.heacademy.ac.uk - The Higher Education Academy website resources section has downloadable reports on issues affecting the graduate labour market.
- www.cipd.co.uk - The Chartered Institute of Personnel and Development produce Labour Market Outlook a quarterly LMI report.
- www.warwick.ac.uk/fac/soc/ier - Warwick Institute for Employment Research. The Institute engages in labour market research at national, regional and local level with some European comparison studies.
- www.agr.org.uk - The Association of Graduate Recruiters produces labour market reports concerning graduate employment which are free to members and available to purchase on-line for non-members. ·
- www.prospects.ac.uk - What do graduates do? Prospects provide online information on the first destinations of graduates, broken down by subject and based on the HESA DLHE survey and produced by HECSU and AGCAS.

Choosing your type of employer

There are considerations that will help you identify what type of role you want. Look over the list below and identify which are deal breakers, important or irrelevant to you.

Image:
https://www.google.com/search?q=choosing+your+employer&safe=strict&rlz=1C1GCEB_enGB866GB866&source=lnms&tbm=isch&sa=X&ved=2ahUKEwj1uoDappPrAhWhonEKHWJYC-oQ_AUoAXoECAwQAw&biw=1920&bih=937#imgrc=G9jaqD27wlc_nM

1. Type of organisation
   - Size of the organisation [small (1-9), medium (10-250 people), large (250+ people)]
   - Self employed/freelancer/working for someone
   - Profit or non profit/charity
   - Local/national/international company
2. Type of role
   - Management/coordinator/executive/desk work or field work
   - Tasks included/excluded e.g. project management, people management, financial coordination, provide a service/product/inventing
   - Activities it should/shouldn't include
3. Role requirements
   - Skills, knowledge and behaviours expected
   - Qualifications needed
4. Culture & people
   - Kind of people in the staff body
   - Kind if other people (customer, clients, patients, students)
   - Kind of boss
   - Kind of people you manage
5. Location
   - Local, regional, national, international base - where
   - Local, regional, national, international travel - where
6. Type of employment
   - Permanent, flexible, temporary (agency, consultancy)
   - Entrepreneur, free lancer

7. Values of company
    - What does the company stand for
8. Terms of employment
    - Salary, working hours, health care, pension, training, flexibility, child care

Want to discover what workplace culture you prefer? Select 'employee' in the The Future Workforce quiz https://www.telegraph.co.uk/business/workplace-wellbeing/work-culture-quiz/

Want to explore what motivates you at work? https://www.mindtools.com/pages/article/newLDR_57.htm

Masters & doctoral studies

Studying for a Masters degree is an exciting prospect; whether its to progress your career, move in a PhD or develop personal interest. In order to make the most of postgraduate study it's vital to have a solid reason for committing to this hefty course.

Image: https://career-advice.jobs.ac.uk/studentship-advice/phd-graduate-employment-directions

Will a Masters help me get a job?

A Masters degree is considered a license to practice. Holding a Masters qualification won't guarantee you a job, but the government's *Graduate labour market statistics 2019* show that graduates and postgraduates had higher employment rates than non-graduates.

For some roles, such as clinical psychologist, lawyer, librarian or teacher, a Masters degree is essential, while for many others it is highly beneficial, and for other, not a requirement at all. Masters study may also be useful if you're looking to change your career. To check the entry requirements for particular roles, explore job profiles in websites such as Prospects https://www.prospects.ac.uk/job-profilesLinks to an external site..

You will only benefit fully from a Masters if it's complemented by relevant work experience. Without this, your employability will be weaker and you run the risk of getting into unnecessary debt.

Obtaining a Masters degree can be expensive, time-consuming and emotionally draining. Therefore you need to weigh up your reasons for studying a course carefully. Do not do a Masters simple to provide more time to plan your career; if you are unsure, explore your workplace or gap year options first. It may also be worth considering is an employer would sponsor you to gain this qualification, taking on the financial cost or/and providing time away from the workplace to study.

Masters can be taught based at a campus or through distance learning.

Types of masters

Taught Masters - although there is a far greater level of independent study

- Masters of Arts (MA)
- Masters of Science (MSc)
- Master f Fine Arts (MFA)
- Master of Letters (MLitt0
- Masters of Laws (LLM)
- Masters of Engineering (MEng)
- Integrated masters - Usually one year at Masters (MRes) and then three years on a PhD.
- Postgraduate Certificate (PGCert) and Postgraduate Diploma (PGDip)

Research Masters - even more independent, with focus upon own research

- Masters of Reseach (MRes)
- Master of Philosophy (MPhil)

Professional Masters - vocational courses for a particular sector such as legal practice, law architecture, business admin, management, social work and education.

Generally, a full time masters will take between 1 and 2 years.

Extra information

- https://www.prospects.ac.uk/postgraduate-study/masters-degrees/should-i-do-a-masters
- https://www.findamasters.com/advice/finding/types-of-masters-course.aspx
- https://www.masterscompare.co.uk/?gclid=CjwKCAjwxqX4BRBhEiwAYtJX7btLwl256LDdxYHX8B3tPkIHyYAIFhrhuQFikj1Jm__sKh3kMLgFLRoCA1EQAvD_BwE

Doctoral degree

A doctoral degree is considered a license to teach, and is the highest global qualification. Sometimes a Masters can be embedded within a doctoral degree, although you have to achieve the Masters to move onto the doctoral degree. There are different types to consider such as :

- Doctor of Philosophy (PhD)
- Doctor of Medicine (MD)
- Doctor of Business Administration (DBA)
- Doctor of Education (EdD)
- Doctor of Engineering (EngD)

There are professional doctorates for professional registration (such as in the health professions e.g. dentistry) and professional qualifications (such as the EdD); each country will have similar doctorates. You can also qualify for a PhD by publication, submitting a coherent body of published works or original content that contribute to your particular filed of study.

Doctorates can be taught based at a campus or through distance learning.

Extra information

- https://www.prospects.ac.uk/postgraduate-study/phd-study
- https://www.findaphd.com/advice/phd-types/

Have courage to live your life to the fullest.

A final thought. You are a miracle, live your life to the fullest and have the courage to follow your heart.

Steve Job's speech at his graduation reminds us to make the most of every day: https://legacy.myedumundo.com/page?usercourseid=92539&pageid=13322

Bucket list

A bucket list is a list of things you want to achieve/do/see. If you wrote a bucket list for the next 10 years, what would you place on it?

- activities
- skills
- places
- have/own

- achievements
- job/career
- people to meet

Need some ideas?

- https://bucketlistjourney.net/543-bucket-list-ideas/
- https://www.thebucketlistguy.com/161-%E2%80%98very-different%E2%80%99-bucket-list-suggestions/
- https://www.listchallenges.com/100-things-to-do-before-you-die

Live your life to its fullest

What 5 things would you want to achieve/do if:

- Money is no object
- Here on in, everything you do you could do with ease
- You have 3 wishes
- Here on in, you are prepared to try anything
- At 90 years old, you look back and achieved/did what...

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