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Stand out from the crowd

School of Cultures, Languages and
Area Studies Work Placement and
Employability Programme

A guide for students



nottingham.ac.uk/clas/careers

What is the programme and how does it work?

Organisations are increasingly looking for graduates who already have work experience. (The Graduate Market in 2018, High Fliers report).

The School of CLAS and the Careers and Employability Service have teamed up to provide a structured work placement programme as part of the NAA, which will enhance your graduate employability in an increasingly competitive job market.

Programme Aims

- to help you identify possible career options
- to support personal development through a practical work placement in a local organisation
- to maximise transferable skills gained during the work placement
- to relate academic theory learned as part of the degree to real situations in the workplace



One of the benefits of the CLAS Work Placement and Employability Programme is that modules can all be accredited either as a formal part of the degree programme or through the Nottingham Advantage Award (NAA). The NAA is a great way to gain recognition and extra credits for extra-curricular activities that you do at the University of Nottingham. It is an opportunity for you to build up your CV and to reflect upon the skills that you have gained in the process.

Each module that you complete through the Award will feature on your degree transcript when you graduate and you will receive a completion certificate once you have completed 30 credits.

You will also be able to put your Award activities on your CV and show employers that you have gone the extra mile at university. Employers will greatly value your involvement in extra-curricular projects and the fact that you took your employability seriously.

You choose from the following employability modules offered by the School in order to create your bespoke programme:

Accredited CLAS work placement module

This is open to all eligible CLAS students. In this 20 credit full-year, optional module you will be allocated a work placement depending on your preferences and degree programme.

NAA CLAS Work Placement

This 20 credit extra curricular NAA optional module is open to all CLAS students but does not count towards your final degree classification.

All placements on both the accredited and NAA pathways are:

- voluntary
- at least 50 hours in semester 2 (usually 1 day per week for 8-10 weeks)
- flexible to suit your timetable and employers' schedules
- in a local Nottinghamshire organisation

NAA Career Skills for Linguists

This 10 credit module is open to all eligible CLAS students studying a language degree. You will receive employability skills training culminating in a mock interview with an external organisation.

NAA Year Abroad Work Placement

This 10 or 20 credit module (credits depending on length of placement abroad) is exclusively for CLAS students studying a language degree. In this module, you capture all the unique skills you will gain from your year abroad.

Programme outcomes

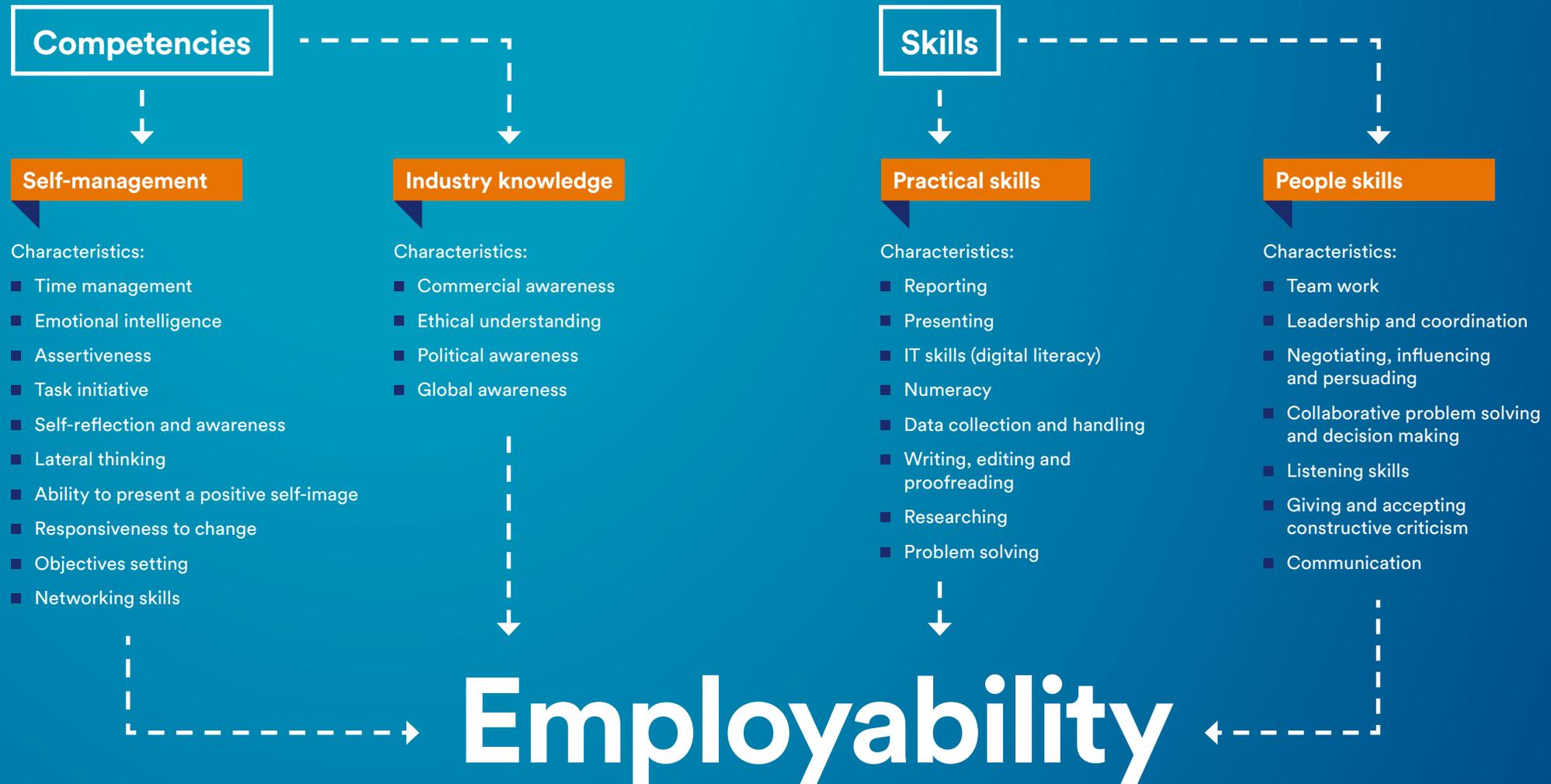
Students enrolled on the programme will gain:

- careers and employability skills training and placement preparation
- experience in writing CVs and cover letters, interview skills and personal development planning
- hands-on experience, training and support throughout the work placement
- up to date information of on-campus careers events such as employer presentations, recruitment fairs, skills workshops and other activities specifically relevant to employability and career development

If you'd like to get involved in these activities, please contact us:
clas-careers@nottingham.ac.uk

CLAS employability competencies and skills framework

We have developed a framework to identify key competencies and skills you will gain from your course, including practical and people skills, self-management and industry knowledge. This framework allows you to identify employability skills for placements and future career options.



Work placements – case studies

Examples of placements previously undertaken by students

- Events Assistant for a charity
- Digital Communications and Marketing Assistant for Nottingham City Council
- Film Assistant for the University of Nottingham's Off Campus Affairs team
- Curatorial Assistant for an art gallery
- Producer/Presenter for a local radio station
- Political Assistant for Nottingham City Council
- Foreign Language/English teaching assistant in Nottingham City Libraries
- Translator/Marketing Assistant for an SME looking to expand reach into Germany

Benefits of doing a work placement

- You will gain an authentic experience of the world of work and enhance your CV by learning new skills and completing a range of projects
- You will be able to apply experiences and skills learned to future career planning
- You will stand out to potential employers by being 'workplace-ready'
- You will develop your teamwork, communication and leadership skills, making you more employable.



27% of graduate-level jobs with leading graduate employers are filled by candidates who have previously completed an internship or placement with that employer.

Next steps

How do I enrol?

Accredited work placement module – eligible students to enrol as part of standard module enrolment procedures.

NAA modules – contact clas-careers@nottingham.ac.uk

What previous students have to say about the programme

“One aspect of the placement that I was especially interested in before starting was the production of the news content. It was an area that I felt I could directly apply skills I had learnt

at university in a practical way, such as researching information and summarising and condensing bodies of text.”

Sarah Plummer, BA Hons American and Canadian Literature, History and Culture

“Reflecting over my short time working at the Women's Association I realise I have already learnt so much about myself and how I behave at work, as well as lots of things I can improve on.

During my time at the Women's Association I am happy to feel as though I have improved my organisational skills and learnt to take the initiative and be

more proactive. I have also learnt a lot about social media and how to create effective posts as well as how to use some of the programs and software involved in this. I plan on continuing to develop these skills even further during the rest of my placement.”

Katherine Woodward-Esseen, BA Hons English and French

“Before I undertook this placement I had never filmed a video in a professional manner. There was a learning curve I had to scramble up all the way through the process yet I never felt overwhelmed. This is a consequence of meeting essay deadlines for three years which has greatly sharpened my time management skills. My critical eye for filming and editing videos has improved significantly so even if my future career doesn't involve filming, I will still continue to make my own movies in my personal time. When I was first tasked with writing the script for

the video I was daunted at the prospect, however after a period of reflection I realised that writing was an enjoyable and rewarding task to undertake and I look forward to continue honing my skills.

To anyone interested in participating in this module next year I sincerely recommend it. As my time at University draws to a close I leave feeling confident about what the future will bring, I am pleased with what I have experienced while here and wouldn't change it for the world.”

Joshua Yamin, BA Hons International Media and Communications Studies



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