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| **Faculty of Science**  Employability-related content: Minimum expectations  **Applies to NSP and PBS (not MPharm) UG Programmes** |  |

**Context**

The Faculty has a strong record in providing discipline-specific activities within our UG programmes that simulate the workplace and prepare students for employment. The Faculty’s minimum expectations for employability content by level 6 exclusively cover skills and information of general value, not tied to specific disciplines.

**Minimum expectations by Level 6**

Academic staff will provide activities around the following themes by/within Level 6. It is recognised that some activities will be covered in previous levels according to the best interests of students on individual programmes. There is one exception: If feedback on a draft CV was provided in a previous level, students should still be required to submit their most recent CV for checking in Level 6. To enable this activity, programmes may schedule up to 8 personal tutorials in Level 6 from 2018/19.

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| Planning | Guidance on career-planning resources and future planning. The Careers Team will track which programmes’ students have received hard copy Career Planning Guides and will fill in gaps through arrangement with programmes’ Personal Tutors. |
| Further study | PG courses and how to find and apply for these. |
| Finding jobs | Guidance on subject-specific and generic career opportunities and how to find these. |
| Application | Guidance on application forms. A contemporary CV and cover letter through feedback provided by the Personal Tutor. The Careers Team have provided [contemporary guidance](http://wowie.ljmu.ac.uk/FacultyLTA/resources/PLresources/Science%20personal%20tutor%20resource%20-%20CVs.pdf) for Tutors to facilitate this. Where felt necessary, Tutors may refer tutees to the Careers Team’s CV/Application form checking service or CV clinics. Students may also be referred to skills@LJMU if support for written English is felt necessary. |
| Selection | Guidance on modern selection methods and advice on interview techniques A simulated job interview and feedback provided by the Personal Tutor in encouraged: This may through tutor-tutee interviews or peer-to-peer interviews supervised by the tutor, students acting as interviewer and interviewee. The Careers Team have provided a [mock interview resource](http://wowie.ljmu.ac.uk/FacultyLTA/resources/PLresources/Science%20personal%20tutor%20resource%20-%20interviews.pdf) to facilitate this. Where felt necessary, Tutors may refer tutees to the Careers Team mock interview service. |
| Events | Encouragement to attend employer events. The Careers Team will provide a list of attending students to Programme Leaders. Careers Advisors should have access to programme community sites to promote events. |
| Alumni | Encouragement to maintain contact with the Personal Tutor, post-graduation. |

Employability activities will be discussed during Semester One PL-ADE-Director meetings.

Amended Programme Leaders Away Day 26/6/18

Approved FMT 4/7/18