

First Year

This is the time to get involved with as much as you can. Taking part in extra-curricular activities allows you to develop your skills and meet a variety of different people. It also isn't too early to start thinking about the future, you don't need to have a step by step plan but it is worth booking an appointment with the Careers Service to start exploring potential career paths.

Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
<u>Join student societies or sport clubs</u>											
<u>Volunteer doing something you enjoy</u>											
<u>Explore work experience opportunities</u>											
	<u>Attend events such as careers fairs and sector events</u>										
					Explore joining a society exec						
	<u>Develop your CV with the help of the careers service</u>										
Start planning for the summer. There are plenty of opportunities available for first years											
<u>Start thinking about possible career options using the careers resources</u>											
						Take part in work experience over Easter or Summer Vacations					

Penultimate year

Start to develop your career plans and test them through work experience, it will give you a good indication if that is an area you want to go into. Be aware that some internship application deadlines especially for big companies are quite early on in the academic year. Use your time to develop your skills further through volunteering, societies, sport clubs and look into getting involved with student voice opportunities. The Careers Service is there to support you at any stage and provide a wide range of resources and workshops.

Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Continue with Societies, sport clubs, volunteering											
	Explore work experience opportunities										
	Attend events such as careers fairs and sector events										
	Start researching career areas										
	Develop your CV with the help of the careers service										
Apply for placements/summer internships - Some formal schemes will be advertised, but if you are looking for work in other sectors, you may need to be more proactive or use a speculative approach											
Look into student voice opportunities - course reps, SU officers, society exec, SSLC etc											
Book appointments for mock interviews or application feedback											
Attend skill development workshops											
Book an appointment with the careers service for 1:1 advice on any aspects of career planning											
									Internships/work placement		
									Start researching graduate opportunities - many open early in your final year		

Final Year/ Masters

This year can be very stressful, make use of all the support and advice the Careers Service has to offer. They are there to support you at any stage with your career planning and can support you through applications with mock interviews or application feedback. Look into when companies you are interested in are recruiting and beware as some graduate scheme deadlines are very early on. In the first term, if you are planning to apply for postgraduate study make sure you look into the deadlines for your preferred courses.

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Continue with Societies, sport clubs, volunteering											
Explore work experience opportunities											
	Attend events such as careers fairs and sector events										
Continue exploring different career areas and opportunities with large and small companies											
Develop your CV's, cover letters and applications using guides available. See the Careers Team for application feedback.											
Apply for graduate schemes or jobs - some have very early deadlines.											
Research and apply for Masters - deadlines vary											
Research and apply for PhD											
Book appointments for mock interviews or application feedback											
Attend skill development workshops											
Book an appointment with the careers service for 1:1 advice on any aspects of career planning											
									Careers support is available after you graduate		