



The University of Edinburgh
Careers Service

Professional Issues

Getting Experience & Planning Ahead 2012/13

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Careers Adviser

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E-placement Scotland



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Focus on...



- Professionalism
- Career management
- Graduate Attributes
- Reviewing where you are now
- Developing work experience + skill-set
- Career events this semester

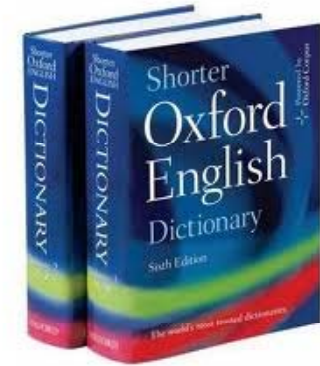
*...and a look at **time-scales***



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Professionalism



“ ...the competence or skill expected of a professional” *Oxford dictionary*

But what do we mean by this?

Two perspectives:

- A professional role
- A professional approach



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Professionalism - Themes



- **Professional identity**
 - Professional role; Professional membership
- **Professional standards/ membership**
 - Performance standards / measures; Regulation; Vigilance; Accountability; Chartered status
- **Professional skills/knowledge**
 - **Competencies** – technical, personal, professional
- **Professional attitude**
 - Integrity; Trust; Relationships; Standards; Judgement; Autonomy; Efficacy
- **Professional development**
 - CPD (Continuous professional development); lifelong learning
- **Professional community**
 - Membership, collaboration, networking, contribution to profession/society



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“Wisdom is not a product of schooling but a lifelong attempt to acquire it.”

(Albert Einstein)

Competencies – what are they?

Competences are a set of particular '**skills, knowledge, attitudes and experience**'.

(Gorsline 1996)

Why are they relevant?

Competencies possessed by an individual are directly **related with their job performance, capabilities and ability to deal with demands.**

(Bartram 2005)



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Back to Membership and Networking

About membership

Why join?

Services and Benefits

Career Recognition

Career Development

Networking

Knowledge & Best Practice

Other Exclusive Benefits

Case studies

What does it cost?

Code of Conduct

Grades

Become a member

Become Chartered

Upgrading and renewing membership

Group Membership (Employers)

Member Groups

Continuing Professional Development (CPD)

Career Development



To maximize your potential for lifetime employability, it is essential you maintain a high level of professional competence by continually upgrading your skills and knowledge.

[BCS Careers Section](#)

Our series of articles will give you hints and tips on getting the job you want now plus the one that you are aspiring to obtain in the years to come.

From freelancing to the all important covering letters, CVs and application forms, right through to making the winning impression at interviews - it's all dealt with in our Careers section.

[BCSrecruit.com](#)

BCSrecruit.com is the official BCS jobsite. Register now to create your own portfolio, apply for the jobs and upload your CV so leading employers can see what you can do.

[Continuing Professional Development \(CPD\)](#)

Under the BCS Code of Conduct and Practice there is a requirement for you to develop and maintain your skills.

[Browse SFIPlus](#)

The Skills Framework for the Information Age (SFIA) is the industry recognised framework for IT knowledge, skills and training. Members can use Browse SFIPlus to explore the full framework and plan their career development.

www.bcs.org/category/9233



About BCS

[Your Institute](#)

[Mission, Vision and Values](#)

[Strategic Objectives](#)

[Our Transformation](#)

Initiatives and Programmes

[BCS Academy of Computing](#)

[BCS Entrepreneurs Programme](#)

[Green IT](#)

[IT Can Help Network](#)

Professionalism Programme

[The ambition](#)

[The scope](#)

[Working with BCS](#)

[Contact](#)

[Race Online 2012](#)

[Role and Purpose](#)

[Structure](#)

[Working at BCS](#)

[Annual Report](#)

[Press Office](#)

[International Activities](#)

[Qualifications, Training, Careers](#)

[Membership and Networking](#)

[Features, Press and Policy](#)

Making IT the profession of the 21st century

IT has moved from providing technical solutions to powering business.



The world economy is becoming ever-more dependent on the potential of technology to deliver information, products and services to its populations. BCS is committed to improving the ability of business and other organisations to exploit the potential of information technology effectively and consistently and to building an IT profession that is respected and valued by all its stakeholders.

BCS is partnering with business and other organisations through the strategic objectives of this programme to maximise the benefits of information technology for the whole of society.

The IT profession is as much about *Information* as about *Technology* and must be seen - and see itself - as an integral part of the business.

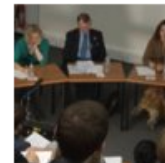
[The ambition](#)

[The scope](#)

Professional issues articles

[Jim Norton on professionalism](#)

During his year as BCS President, Jim Norton took part in a debate at Sheffield Hallam University about what is the meaning of professionalism along with a senior doctor and senior lawyer.



Features

[Interview with Charles Hughes](#)
BCS talks to Charles Hughes about professionalism in IT.



[BCS talks to IBM's Paul Martynenko](#)
about professionalism in IT and the business benefits of a partnership with us.



www.bcs.org/category/7532

3 Pillars of Professionalism

- **Competence**
 - **Technical competence** (experience & theory)
 - **Soft skill competence** including:
 - Interpersonal skills
 - Communications skills
 - Management & leadership skills
 - Understanding of the business domain
- **Personal Responsibility & Personal Obligation**
- **Contribution to society**

Source: Charles Hughes, BCS Past President



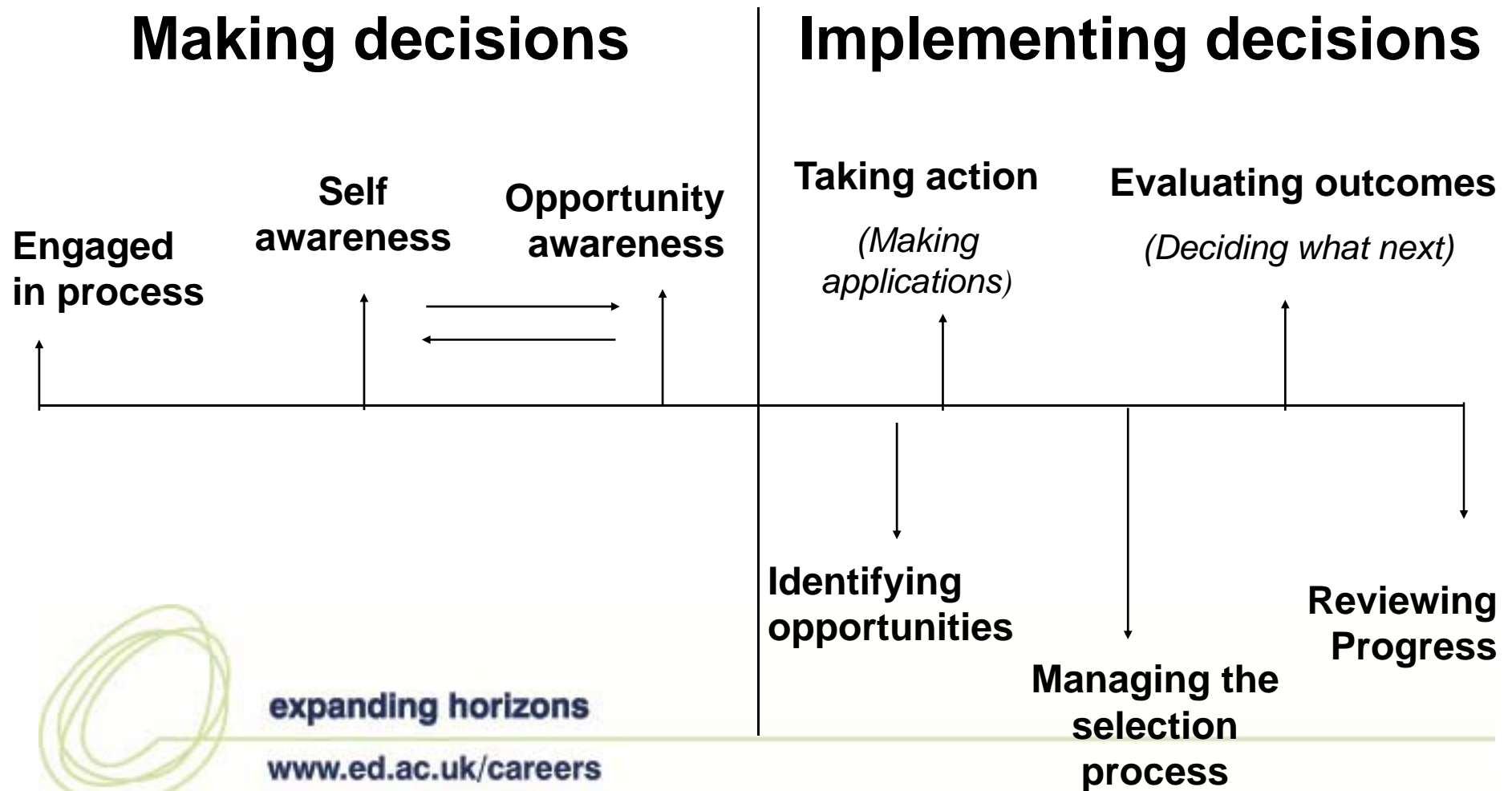
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Active Career Management

Central to professionalism





- Bringing IT students and employers together
 - www.e-placementscotland.com
 - Dr Colin Smith



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Professionalism – Graduate Attributes

What are Graduate Attributes?

The skills, abilities and approaches which students have the opportunity to develop while at University.

GAs are shaped by both academic and non-academic experiences.



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How are they developed?

Experience - a wide range & diversity of experiences will increase & strengthen the range of graduate attributes developed.

Reflection - reflecting on experiences significantly increases the amount of learning and development achieved.

Responsibility - We all have responsibility for our own personal development.

Reference PDF:

An introduction to graduate Attributes for Tutors & tutees
www.employability.ed.ac.uk/documents/PTS/PT-GA-Intro.pdf



•Enquiry & Lifelong Learning

•Aspiration & Personal Development

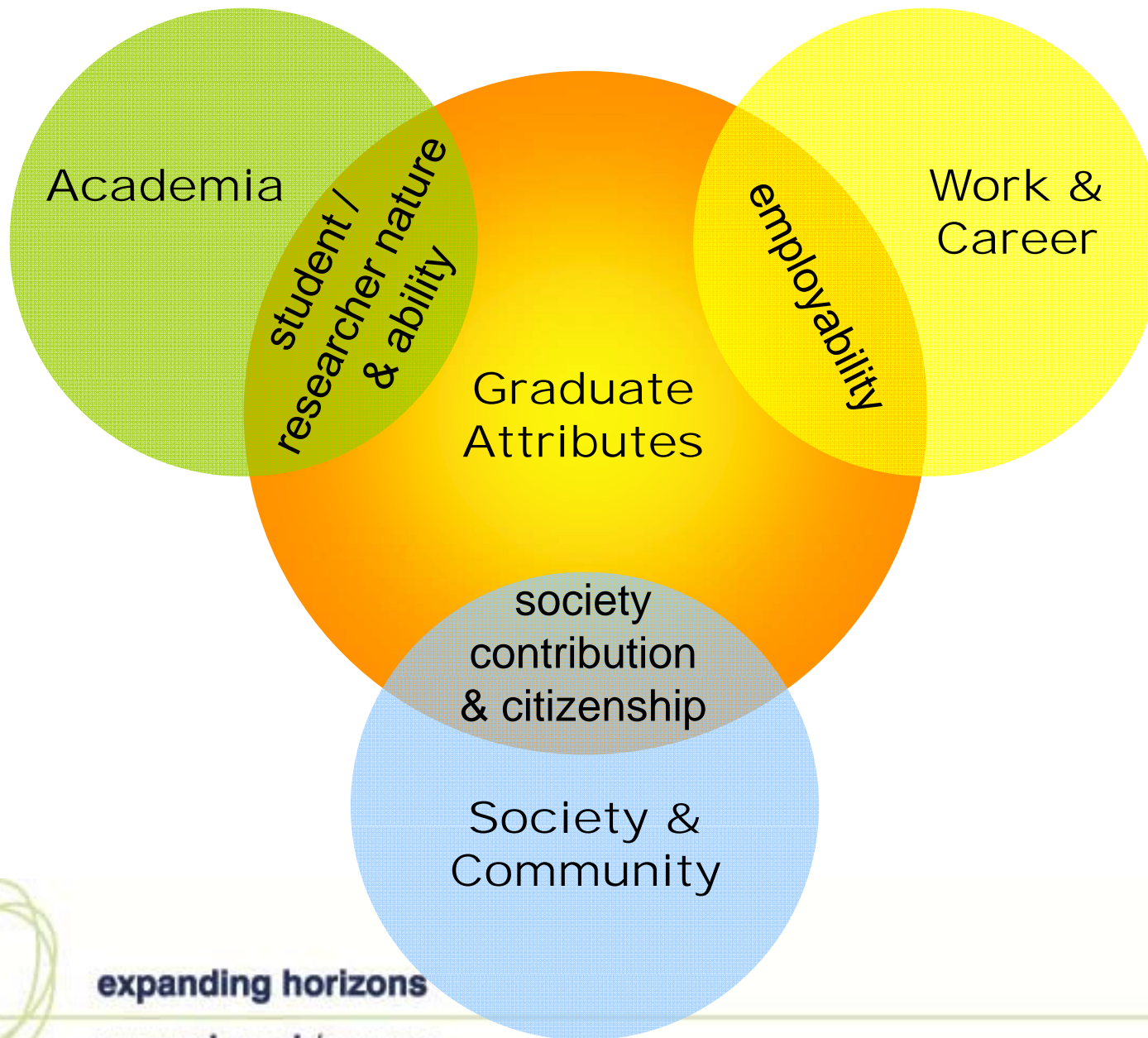
•Outlook & Engagement

Personal & Intellectual
Autonomy

Research
& Enquiry

Personal
Effectiveness

Communication



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Employability Initiative at Edinburgh

EdGE home

Employability

Developing your EdGE

Expanding your potential

EdGE Database home

Using the EdGE Database

Search the EdGE Database



The Edinburgh EdGE is about:

www.employability.ed.ac.uk

- knowing and **developing your strengths**,
- **having evidence** for your abilities and achievements,
- **being confident** about the best way to communicate all of this to potential recruiters.

It means taking advantage of the opportunities available at university **now**, whilst you're a student, so that you stand out from the crowd as a graduate.



[Employability: what is it and how can I get it?](#)



[Developing your EdGE: 3-step employability plan](#)



[Expanding your potential: useful resources](#)

Gaining experience & developing skills

...first a bit of context

...then some practical stuff



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Graduate Recruitment Market



The good news!

- IT skills are in demand....in all sectors!
- 90% of Edinburgh 2011 grads were in employment or training after 6 months
- Growth in demand for software professionals forecast to 2020 - 2.4% per annum
- Edinburgh is a leading international university
- SAGE vacancies increased significantly in 2011/12
- IT employers keen to engage with you
- IT developments - *security, cloud, handheld devices*
- Local investment - *recent investment in Edinburgh*



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Semester 1 - 2013!

Graduate jobs - Will you be ready?

Babcock	IT	28 October 2012
BP	IT Future leaders	31 October 2012
Coca-Cola Enterprises	Business Technolgy IT	31 October 2012
Unilever	IT	23 November 2012
GE Generla Electric	IT	1 December 2012
Standard Life	IT grad programme	7 December 2012
Barclays	IT	30 November 2012
Delcam	Software engineer	31 December 2012
Jack Wills	IT	14 January 2013
BT	IT	ongoing but ASAP
Deloitte	IT & Consulting	ongoing but ASAP
Shell	IT	ongoing but ASAP



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General Guidelines

Blue chip/ International Orgs

Management consultancies

Investment banks

Applications close

October/November

Thinking of postgrad study?

.....*note early postgrad deadlines!*

- UK course application deadlines from December 2012
- Edinburgh PhDs & Scholarships
First round application deadline 16 December
- Edinburgh MSc courses ASAP
- Vocational courses – *check what interests you*
 - Eg Teaching (Primary), GTTR 1 December

Some may be even earlier.....

Fulbright US-UK Fulbright 2013-14 Student Awards - 14th Nov 2012

www.ed.ac.uk/schools-departments/student-funding

www.ed.ac.uk/careers > Explore your options > further study



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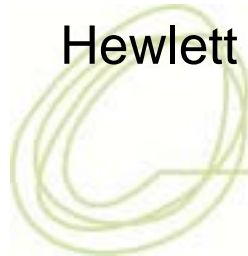
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Internships /Placements 2013



.....again, early applications often needed!

Saltire Foundation	Global Interns	1 st -22 nd November 2012
Standard Life	IT internships	7 December 2012
IBM	Extreme Blue IT Intern	31 December 2012
Directline	IT Intern	31 December 2012
Deutsche Bank	Global Analyst Intern	14 December 2012
Deutsche Bank	Spring into Banking Easter week	18 January 2013
GE General Electric	IT Intern	31 January 2013
Microsoft	IT Intern	31 January 2013
Accenture	Summer Placements	ongoing
Accenture	48 hour Bootcamp	ongoing
BNP Paribas	Spring Insight &Technology Intern	ongoing
Hewlett Packard	Tech Intern	ongoing



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Placements common route to grad jobs

Check SAGE regularly

“ We would encourage you to get involved at University with Clubs or Societies, or in part time work, and summer work/ opportunities...

The majority of people who attend University will leave with a good degree - **what makes you stand out from the rest?"**



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Carol Williamson,
Business Development Manager
Graduate Recruitment
Procter & Gamble

P&G
Procter & Gamble

YOUR EXPERIENCE

What have you done so far?

- **Jobs relevant to your degree / career goal**
- **Unrelated jobs**
- **Other experience**

Benefits?



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"..... any work experience is great, however, relevant work experience including internships means your application will create a much greater impression...."

**Graduate Recruitment Manager
Standard Life**



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What employers look for



Grad Software Engineer Requirements

- **Strong academic record - *BSc /MSc / PhD a plus***
- ***Experience:***
- **UNIX/Linux or Windows and/or Mac environments, distributed systems, machine learning, information retrieval and TCP/IP**
- **programming in C, C++, Java and/or Python**
- **network programming and/or developing/designing software systems**



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Software Engineer What else is wanted?

- Problem solving ability
- Team players
- Analytical thinkers
- Trouble shooting ability
- Technology whizzes
- Creativity
- Flexibility
- Aptitude to 'zoom in' on detail
- Agility to 'zoom out' & see bigger picture
- Personal drive



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Competency Framework

IBM

- Adaptability
- Client focus
- Communication
- Creative problem solving
- Drive to achieve
- Passion for business
- Taking ownership
- Teamwork and collaboration



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Skills Audit

How well developed is your skill set?

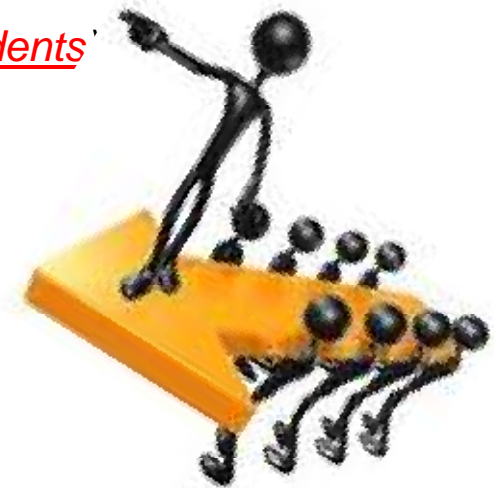
Skills regularly requested by employers	University Course <i>Place a tick against each skill developed in this context.</i>	Work Experience <i>Place a tick against each skill developed in this context.</i>	Outside interests <i>Place a tick against each skill developed in this context.</i>
Written Communication			
Oral Communication			
Research & Critical Thinking			
Analysis & Problem Solving			
Planning & Organising			
Leadership			
Teamwork & Interpersonal Communication			
Creative Thinking			
Commercial Awareness			
Adaptability, Flexibility & Initiative			
Personal Career Development			

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Developing your experience

- Formal internship/work placement (UK or abroad)
- Project experience in SME (e-placement Scotland, STEP www.step.org.uk)
- Work abroad (IAESTE 10 Dec www.iaeste.org/students)
 - Work shadowing
 - Voluntary work www.ed.ac.uk/schools-departments/careers/explore/volunteering/overview
 - Visits
 - Student society (relevant soc or role?)



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Finding Opportunities



Careers Fairs www.ed.ac.uk/careers/fairs

Recruitment presentations www.ed.ac.uk/careers/talks-events &
www.ed.ac.uk/informatics

Internships/placement vacancy sites

- **SAGE** – www.ed.ac.uk/careers/sage

www.e-placementscotland.com

www.prospects.ac.uk/

www.targetjobs.co.uk/work-experience

www.insidecareers.co.uk

www.step.org

www.iaeste.org.uk

Publications – *CS Guide, Prospects, Get, Times Top 100, Guardian 200*



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Search the full site



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Global opportunities

Information for postgraduate students

Information for employers

Information for staff

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Careers fairs

Overview

Edinburgh Graduate Recruitment Fair

Tuesday 29 May 2012 - Adam House, Chambers Street.

[Edinburgh Graduate Recruitment Fair](#)

Scots Law Fair

Wednesday 26 September 2012 - Playfair Library, Old College

[Scots Law Fair](#)

Careers Fair

Tuesday 9 and Wednesday 10 October 2012 - Adam House, Chambers Street

[Careers Fair](#)

Third Day: More than Profit Fair

Thursday 11 October 2012 - Adam House, Chambers Street

[Third Day More than Profit](#)

Global Experience Fair

Wednesday 24 October 2012 - Teviot Row House

[Global Experience Fair](#)

Virtual Careers Fair: China and SE Asia

29th October to 2nd November 2012 - online event, accessible worldwide

[Virtual Careers Fair: China and SE Asia](#)

Virtual Careers Fair: North America

1st October to 5th October 2012 - online event, accessible worldwide

[Virtual Careers Fair: North America](#)

TARGETcourses Postgraduate Study & Funding Fair Scotland

Wednesday 1 February 2012 - Teviot

[TARGETcourses Postgraduate Study & Funding Fair Scotland](#)

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Visit the [Careers Service website](#) for help with CVs, applications and interviews, careers information, how to speak to a Careers Adviser and much much more.



Vacancy Search Results

Now displaying records 1 to 10 of 17.

[1](#) [2](#) [Next >>](#)

[\[Print Results\]](#)

Job Title	Employer Name	Closing Date	Closing Date Comments
NEW TODAY Technology Research - Summer Placement 2013	BT	31-Dec-2012	Please note that they will process applications as they are received, therefore they encourage you to apply early.
NEW TODAY Technology Software & Systems Engineer (Govt & Security Projects) - Summer Placement 2013	BT	31-Dec-2012	Please note that they will process applications as they are received, therefore they encourage you to apply early.
NEW TODAY IBM's Summer 2013 Internship Programme, Extreme	IBM	31-Dec-2012	
Shell EmployAbility Internship Programme, Commercial (Opportunities for disabled and dyslexic graduates)	Shell	04-Nov-2012	
Shell EmployAbility Internship Programme, Technical/Engineering (Opportunities for disabled and dyslexic graduates)	Shell	04-Nov-2012	
Graduate Step: Business Development Support (SLC) 8 Weeks	Bright Business Partnership	28-Sep-2012	Apply as soon as possible
Wind Turbine Modeling and Control Strategy Internship (3-6 Months)	Goldwind Science and Technology		Apply as soon as possible
Internship Opportunities	AB InBev		For candidates applying to GMT, Supply and Commercial programmes in the UK, France, Belgium, Netherlands. Deadline for applications !! 5th November 2012. For Germany, Czech and Hungary, deadline is 19 April 2013
J.P. Morgan Internship Programmes	JP Morgan	25-Nov-2012	November 25, 2012 or January 13, 2013 depending on business area. Off-Cycle/Seasonal Internship deadlines vary by programme, please see our website for details Early applications are recommended as screening will start immediately.
Technology Summer Analyst (Internship)	Morgan Stanley	12-Dec-2012	PLEASE NOTE: Deadline for applications is 19 December 2012 for Glasgow and 12 December for London. Other locations' closing dates will differ, please refer to website. Although application deadlines are in place, candidates are advised to apply early as assessment centres are likely to be in November.

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★ Favorites | ★ Customize Links | Web Slice Gallery | Windows Marketplace

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Vacancy Details

[University of Edinburgh](#) | [Vacancy Search Results](#)

Job Title	AV and Equipment Technician
Job Description	<p>The University of Edinburgh Business School is looking for an AV and Equipment Technician.</p> <p>Your duties will involve:</p> <ul style="list-style-type: none"> - ensuring equipment readiness, undertaking first-line maintenance, assisting lecturing staff in their use of AV facilities - providing documentation and assisting the training in the use of AV facilities - assisting in the delivery of the School's IT service provision - undertaking other duties under the direction of the School IT Services Manager or their delegate as appropriate
Person Specification	<p>The postholder will need an aptitude in diagnosing basic faults in typical UoE lecture theatre AV facilities and teaching space equipment, and more bespoke facilities, such as video conferencing equipment.</p> <p>Providing assistance in the use of equipment will also be part of the postholder's role.</p> <p>Good organisation and punctuality, patience and diplomacy, a good standard of written and spoken English and attention to detail are all essential qualities for the posts. Appropriate training will be provided.</p>
Job Type	Information Technology and Management Systems
Method of Application	Apply by e-mail to Kirstie.Duff@ed.ac.uk with your CV and Cover letter
Careers Service Help	To find out how the Careers Service can help you with CVs, Application Forms and Interviews please go to the Applications and Interviews section of our website
Dates/Hours/Times Worked	<p>During the immediate pre-sessional period, there is a requirement for documentation and to assist in equipment training sessions.</p> <p>Up to 15 hours per week during the core teaching periods of Semester 1: Core hours of Mon-Fri, 8:15-->9:45, and further hours during the School working day by agreement. Some additional evening/weekend work possible.</p> <p>Post may be split across multiple post-holders to ensure that all working periods are covered.</p>
Closing Date Comments	Apply as soon as possible.
Salary/Rate of Pay	£ 8.49
General Location Information	Edinburgh

This employer may be involved in other activities/events organised by the Careers Service (e.g. making a presentation on campus, running a careers or skills workshop or attending one of our careers fairs). Details of all Careers Service events can be found on our website in the ['What's Going On?'](#) section.

Please remember to let the employer know that you heard about this vacancy through SAGE

Contact Name	Kirstie Duff
Position	School Office Secretary

Done

Local intranet | Protected Mode: Off | 100%

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Vacancy Details

[Xtraordinary Networks Limited](#) | [Vacancy Search Results](#)

Job Title	Part-Time Vacancies for Computing / Informatics Students
Job Description	Responsibilities may include some or all of: <ul style="list-style-type: none"> * configure server hardware and deploy in datacentre racks * technical administration (e.g. equipment audits, domain registration, cabling etc) * programming / scripting * monitoring systems and their logs * first line customer support by phone or email * general office administration.
Person Specification	You will be a Computing / Informatics student. Skill Requirements: <ul style="list-style-type: none"> * PC hardware repair * experience using Linux * programming/scripting * use of SQL databases
Job Type	Information Technology and Management Systems
Method of Application	To apply please send your CV and covering letter explaining your interest in the vacancy by email. Include dates and approximate times when you are available for work. Please do not phone. No agencies.
Careers Service Help	To find out how the Careers Service can help you with CVs, Application Forms and Interviews please go to the Applications and Interviews section of our website
Dates/Hours/Times Worked	Start date ASAP 15 hours per week (term time), during office hours. Successful students are typically offered the opportunity to work full-time during their University vacations.
Further Information	You will work in South Gyle, West Edinburgh. Served by fast and frequent Lothian bus services - 20 minutes from city centre.
Closing Date Comments	Apply as soon as possible.
Salary/Rate of Pay	£8 per hour
General Location Information	Edinburgh

This employer may be involved in other activities/events organised by the Careers Service (e.g. making a presentation on campus, running a careers or skills workshop or attending one of our careers fairs). Details of all Careers Service events can be found on our website in the ['What's Going On?'](#) section.

Please remember to let the employer know that you heard about this vacancy through SAGE

Contact Name	Andrew Ogilvie
Position	Managing Director



SaltireFoundation

www.saltirefoundation.com

- **International placements in leading global firms**
- **Networking with high level executives**
- **8 week programme - June – August 2013**

Characteristics wanted:

- Ambitious, dynamic and enthusiastic, with positive work ethic.
 - Able to show initiative, entrepreneurial promise and professional behaviour.
 - Passionate about representing Scotland
- **Online application open 1-22 November**



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You are Here: [Undergraduate Programme](#) > [Scholar Bios](#) > RobbieBailey



ROBBIE BAILEY

Robbie is a third-year Computer Science student at the University of Edinburgh. This summer he will be interning with IBM in Beijing working in Tech Products Sourcing. He has a particular interest in big-data analytics and machine learning as well as app-development and programming in general. He has recently finished working as part of a team to develop a football playing robot to compete in a world cup style tournament. Outwith his studies he has a strong passion for youth development and creating opportunities for young people and has been involved in several youth projects in the north of Scotland.

Finding other opportunities



- Company websites
- Professional / Industry bodies -
(BCS www.bcs.org, Scotland IS www.scotlandis.com, check links via CS Occupations section www.ed.ac.uk/careers/occupations)
- Employment Agencies - (*casual work*)
- Networking
- Speculative approaches
- Creative approaches



TAKE ACTION EARLY!!



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Creative Job Search

If your entire job hunting effort relies on looking at adverts, then you're only fishing in one part of the river – and what's more that's the bit every one else has their rod dangling in!



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Creative / Speculative Approaches

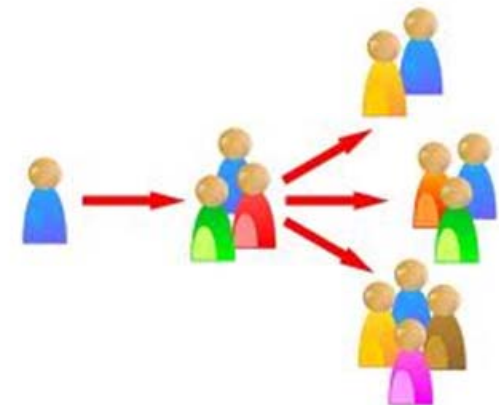
Be bold.....

- Focus
- Target
- Aim – your career goal
- Sell
- Get personal - **Network!**

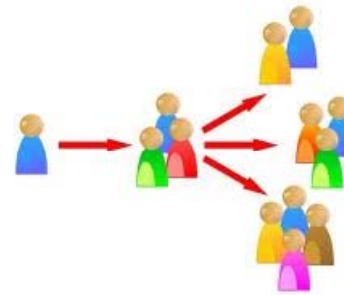


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Identifying YOUR Network



- Family & friends
- Academic contacts
- Work colleagues/ customers
- Each other
- Online networks
- Other

How do you grow it?

- Careers Fairs
- Employer Presentations
- Work contacts
- Alumni contacts
- Tech meet-ups
- Other



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What makes a good CV?



- Careful targeting (job and employer)
- Highlights relevant experience, skills and achievements
- Gives space and importance to the most relevant material
 - Makes an impact
 - Visually appealing
 - clear layout, avoiding lengthy text*
 - Appropriate headings & order -
 - reverse chronological or themed*
 - Appropriate length – (*UK industry norm 2 pages*)
 - Accompanied by a strong covering letter



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Covering letters

- Keep to one page
- Introduce yourself positively
- Clarify what you are applying for
- Show your motivation for role/organisation/sector
- Highlight your suitability & what you can offer
- Demonstrate how you meet their requirements
- Keep a positive & professional approach
- Observe business protocols

inc. use of Yours faithfully / Yours sincerely



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Application forms

- Plan answers carefully following guidelines
- Frame answers (eg 'CAR' Context, Actions, Result)
- Give sufficient detail ...but remain concise
- Give thought to vocabulary used
- Triple check spelling & grammar
- Ensure form is easy to read
- Allow sufficient time to complete



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Career Action Planning

Questions you may want to ask yourself:

- what is it I want to achieve?
- how do I plan to get there?
- what are the steps I first need to put in place?
- what barriers do I need to overcome?
- are there people/organisations who can help?
- what/ where are the resources which can help?
- do I need to complete a task by a certain time?
- how will I know when I get there?



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Action Plan

✍️ Set your goals - long term goal and then short & medium term goals or objectives.

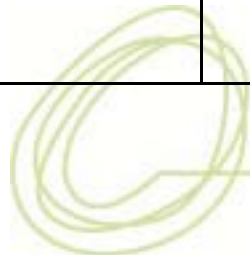
Identify actions required to achieve your goals. Break these down into easily achievable SMART tasks (specific, measurable, advantageous, realistic, time-bound).

Recognise any possible constraints - what might hold you back – along with what/who might help you.

Set dates for action – this will help you to recognise your progress.

Regularly review your action plan to measure your progress and reflect on what you have learned and achieved.

Action Plan					
My Long Term Goal	Short and Medium Term Goals	Actions Required	Constraints	Who or What Can Help Me	Target Date for Action



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Your Careers Service

- How we can help you

- Vacancies: SAGE - www.ed.ac.uk/careers/sage
- Careers information centre + publications
- Website: www.ed.ac.uk/careers
- Events:
 - Fairs
 - Employer Presentations
 - Information sessions
 - Job hunting sessions
 - PG sessions
- Appointments:
 - *Bookable appointments*
 - *Wednesday drop-in slots*



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www.ed.ac.uk/careers



Careers Service - Where to find us?

3rd Floor, University Library, George Square

Tel: 0131 650 4670

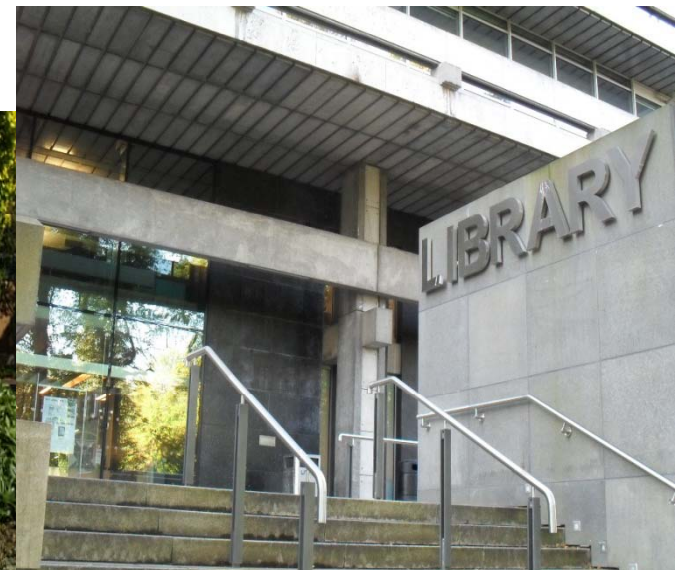
Weir Building, KB

Tel: 0131 650 5773

Email: careers@ed.ac.uk

www.ed.ac.uk/careers

www.facebook.com/EdinburghCareersService



Careers & professionalism

- Finding out more....



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Skills Framework for the Information Age



■ www.sfia.org.uk/cdv4/usefulstuff/ReferenceGuideSFIAv4.pdf



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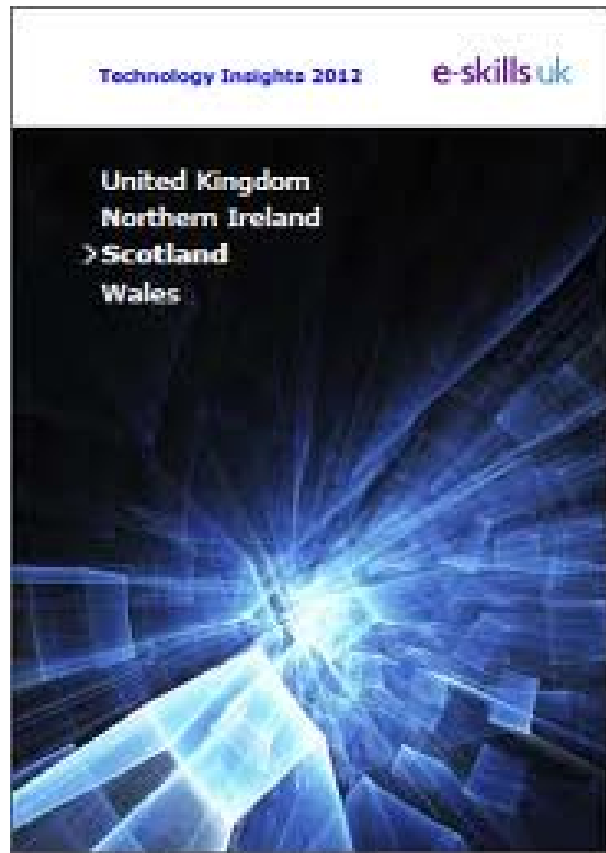
SFIA categories

1. **Strategy and architecture**
2. **Business change**
3. **Solution development and implementation**
4. **Service management**
5. **Procurement & management support**
6. **Client interface**

SFIA levels

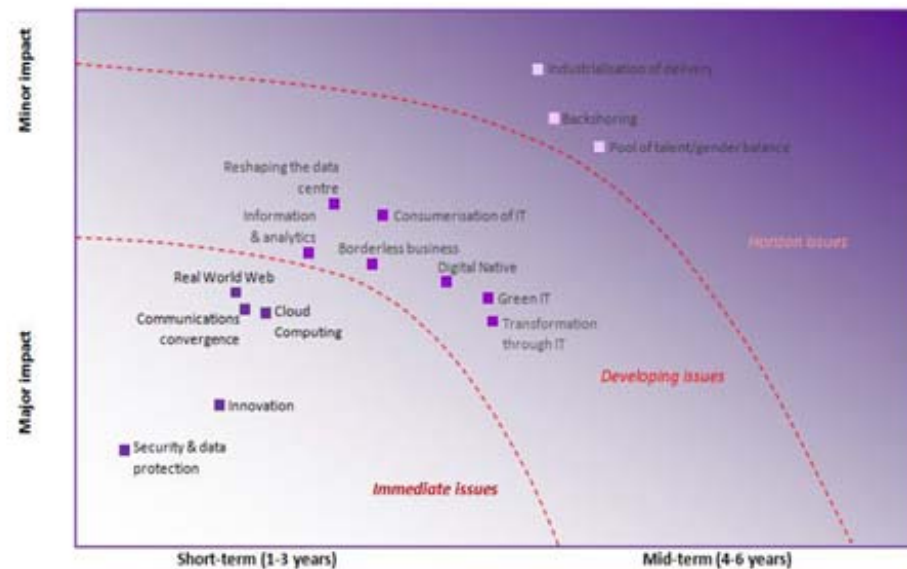
- 7 Set strategy/inspire
- 6 Initiate/influence
- 5 Ensure/advise
- 4 Enable
- 3 Apply
- 2 Assist
- 1 Follow

Technology Insights 2012 - e-skills uk



Horizon Issues

Figure 17: Trends shaping IT & Telecoms skills changes



Source: Technology Insights 2011: Trends and UK Skills Implications, e-skills UK/Experian

www.e-skills.com/research/research-publications/insights-reports-and-videos/technology-insights-2012/



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www.ed.ac.uk/careers