

'Employability' and Historical Studies

| Skills that employers are looking for | How those skills are built into our syllabus |
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| Written communication skills | Training in, and expectation of, high order writing skills is embedded at all levels of our degree programme in essays, projects, and final year dissertation. Use feedback and 1-1 tutorials to enhance. Faculty writing fellows also provide support. |
| Oral communication skills | Seminar presentations in all years, group presentations in years 1 and 2. Participation in seminar discussions. Participation in one-to-one tutorials |
| Critical and analytical thinking | Embedded at all levels and in all aspects of our teaching |
| Problem solving abilities – i.e. the ability to research a problem, find and analyse appropriate sources related to that problem, and produce a coherent, well-informed, and well-written analysis that leads to cogent conclusions. | Embedded at all levels, but a particular feature of the primary source Special Topic and Special Field projects in years 1 and 2, the Group Project in year 2 and the final year dissertation. |
| Self-management and motivation | Embedded at all levels in a programme of <u>active</u> learning, but a particular feature of the primary source ST and SF projects, the year 2 Group Project and the final year dissertation. The keys to success: meeting (and setting) deadlines, learning to manage your own time, attention to detail, meeting goals, working on your own but enlisting help where it is appropriate to do so, making your own decisions. |
| Reliability | Embedded at all levels via attendance requirements and set deadlines for you to meet. Often referred to in references at the request of the employer. |
| Team working | 1 st year group presentation, 2 nd year group project presentation. Requires you to work cooperatively to achieve goals identified by your team. |
| Computer skills | IT courses available on demand in all years. Use of PowerPoint in presentations and other software tools as required. |
| An understanding of business | Not built in as such, though some units do engage with it. Note that, since business is an intrinsic part of society, there is nothing to stop you engaging with it through your studies more generally. |

CAREER PLANNING FOR HISTORY / HISTORY OF ART STUDENTS

Career Planning

- 'What can I do with my degree in History / History of Art'
<http://www.bris.ac.uk/careers/dept/history.asp>
http://www.bris.ac.uk/careers/dept/history_art.asp
Includes link to destination statistics of previous History / History of Art graduates from Bristol for the past 4 years
For more options with your degree, see:
http://www.prospects.ac.uk/cms/ShowPage/Home_page/Options_with_your_subject/pl!eXbLc
- Case studies of History/History of Art graduates from the Careers website
<http://www.bris.ac.uk/careers/grads/dlhc/casestudies/index.asp>
- Case studies of History/History of Art graduates from the Prospects website
http://www.prospects.ac.uk/cms/ShowPage/Home_page/Options_with_your_subject/pl!eXbLc
(search under History/History of Art and case studies)
- The Bristol Career Planning Guide – visit the Careers Service for a free copy or online version available at <http://www.bris.ac.uk/careers/advice/> - lots of advice on career planning, how to sell yourself to employers, advice on applications, CVs and interviews, taking time out, postgraduate study etc.
- Career Skills - <http://www.bris.ac.uk/careers/skills/index.asp> - lots of useful information regarding employability and what you can do to develop the skills that employers are looking for
- Bristol Student Skills Website - <http://www.bristol.ac.uk/studentskills/> - for courses to help you develop the key skills that employers are interested in and studying and IT skills while you are at Bristol
- Bristol Personal Development Planning - <http://www.bris.ac.uk/careers/pdp/> - to help you assess your own skills

Finding out more about types of work

- The **Careers Programme** – see <http://www.bris.ac.uk/careers/events/index.asp> - for full programme of 'Careers In' talks covering charities, the environment, marketing, PR and advertising, journalism, social work, law, financial sector, teaching and many more. For links and downloads of previous talks see <http://www.bris.ac.uk/careers/downloads/>
- Occupational Profiles for Popular careers areas e.g. Arts Administrator, Bookseller, Newspaper Journalist, Advertising Accounts Executive, Academic Librarian, Programme Researcher-broadcasting, Writer see
http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_types_of_jobs/pl!elmjX
- The '**I want to work in**' section of the Careers website
<http://www.bris.ac.uk/careers/careersin/index.asp> Includes broad range of occupational information and excellent links for most sectors of employment from development work, law, public sector, advertising, teaching, charities, media etc.
- Resources section of the Careers website features the careers catalogue which allows you to search for relevant information in the Careers Service or Careers Website. In addition resources such as **Vault online career library** with a wealth of information across different sectors, **Going Global** – for opportunities overseas, **Funderfinder** – for sources of support for further study. This is just a selection – please look at the website to see the huge range of other resources on offer <http://www.bris.ac.uk/careers/resources/index.asp>

Weblinks

- Graduate Prospects – Labour market information – ‘What do graduates do?’
http://www.prospects.ac.uk/cms/ShowPage/Home_page/What_do_graduates_do_/plefebppm
- Links to Prospects sector briefings for related fields e.g. Advertising and PR; Broadcast Film and Interactive Video; Creative and Cultural Industries; Publishing.
http://www.prospects.ac.uk/cms/ShowPage/Home_page/Industry_insights/plebfklk
- Quality Assurance Agency – Subject Benchmark Statement for History
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-History.aspx>
- HE Academy History Subject Centre report on employability of History graduates (includes famous history graduates)
<http://www.heacademy.ac.uk/assets/hca/documents/employability/useofhistory.pdf>

Career Resources <http://www.bris.ac.uk/careers/resources/index.asp>

The Resources section of our website includes **Downloads** of previous careers talks covering researching employers and occupations (teaching, law for non-lawyers, careers NOT in business, journalism, charities, development, environment, postgraduate study etc.)

<http://www.bris.ac.uk/careers/downloads/>

In addition the **Careers Network** provides details of Bristol alumni who are working in a broad range of sectors who have offered to provide advice (and sometimes work experience!) to current Bristol students. Covers all areas of employment (both mainstream and those sectors which are harder to enter where networking is vital) – public sector, media, publishing, law, think tanks, development, advertising, libraries/museums/galleries/archiving, etc. <http://www.bris.ac.uk/careers/network/index.asp>

A variety of useful **DVDs** are streamed on our website, including The Graduate Job Interview (a fly-on-the wall look at real interviews with graduate employers – essential viewing for interview preparation), Assessment Centres, completing on-line applications and opportunities with small and medium sized businesses <http://www.bris.ac.uk/careers/resources/dvds.asp>

Careers Advice <http://www.bris.ac.uk/careers/advice/index.asp>

For a wealth of information covering CVs, covering letters, application forms, interviews, assessment centres. Plus access to PDFs of free guides covering each of these areas.

Interactive exercises.

- **The Windmills Programme** – Virtual Career Coach www.windmillsonline.co.uk
- **Prospects Planner** – online career planning tool for graduates which allows you to assess the types of jobs which would suit you. See www.prospects.ac.uk – look under Jobs and Work / What jobs will suit me?

Postgraduate Study

- Further study section of Prospects website
http://www.prospects.ac.uk/postgraduate_study.htm
- Further study undertaken by recent History/History of Art graduates from the University of Bristol (see <http://www.bris.ac.uk/careers/dept/index.asp> and look at the Destinations of Leavers from Higher Education (DHLE) statistics for your subject
- Arts and Humanities Research Council www.ahrc.ac.uk

JOBS!

Every week, employers contact us with a wide range of vacancies covering graduate schemes, ad-hoc vacancies, vacation placements, internships, term-time and part-time work. Have a look at our website to see what is on offer (job vacancies are updated every day). You can sign up for a jobs by email service to have any new vacancies for job sectors that you are interested in to be automatically sent to you. See <http://www.bristol.ac.uk/careers/jobs>