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Why have an employability handbook for Sociological Studies?

To raise your awareness of what employability is

To explain how your employability is enhanced by studying for an undergraduate Sociology/Social Policy degree

To draw your attention to the many opportunities beyond your degree course that can help you to further enhance your employability

To introduce you to the wide range of employment options for Sociology and Social Policy graduates

Take every opportunity while at university in terms of completing courses or doing extra-curricular activities. You have a lot of free time at university and you won’t have the chance to do it later on.

Stephanie, BA Sociology graduate

Make the most of being a student and get as much volunteering experience as you can. It is unbelievably helpful in both choosing your career and in enhancing your skills.

Nora, MA Applied Social Studies with the DipSW graduate
Why have an employability handbook for Sociological Studies?

What is employability?

A set of achievements, skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy.

Taken from ‘Pedagogy for Employability’, Higher Education Academy, 2012

CareerEDGE:

# 3 HEAR and employability

<table>
<thead>
<tr>
<th>Higher Education Achievement Report</th>
<th>You can use your HEAR to provide people like employers with evidence of your individual strengths and skills.</th>
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<tbody>
<tr>
<td>Counts towards your HEAR</td>
<td>It provides a comprehensive record of all of your achievements, both curricular and extra-curricular.</td>
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<tr>
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<td>Look out for the ‘Counts towards your HEAR’ badge as extra-curricular activities that can be included will be flagged up by this.</td>
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<tr>
<td></td>
<td>You can also look up all the activities that can be included in the HEAR in an online database on the HEAR website.</td>
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<td></td>
<td><a href="http://www.sheffield.ac.uk/ssid/hear">www.sheffield.ac.uk/ssid/hear</a></td>
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> Get as much experience as you can down on your CV and mention it in your interviews, too. Showing variation of abilities and knowledge gets you a long way and shows you are adaptable.

Megan, BA Sociology graduate
What do Sociology and Social Policy graduates do?

Graduate entry into management e.g.
- large retail companies
- marketing
- human resource management in industry

Civil Service and Local Government
The Police
Social Work and the Caring Professions
Voluntary Agencies
Research
Teaching
Higher Degrees

Find out more:
www.britsoc.co.uk/what-is-sociology/
opportunities-for-sociologists.aspx

Case studies of our graduates:
Careers Service website - Graduate Case Studies
www.careers.dept.shef.ac.uk/casestudies
'Our Graduates’ Destinations’

- Social Services: 23%
- Education - Further/Higher: 11%
- Volunteer/Charity sector: 9%
- Medicine/Health Care: 8%
- Other: 5%
- Education - Primary: 4%
- Education - Secondary: 4%
- Wholesale/Retail: 4%
- Advertising/Marketing/PR/Recruitment: 3%
- Recruitment: 3%
<table>
<thead>
<tr>
<th>Source</th>
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<tr>
<td>Careers Service Handout</td>
<td><a href="http://www.careers.dept.shef.ac.uk/careersdegree/sociology_careers.pdf">www.careers.dept.shef.ac.uk/careersdegree/sociology_careers.pdf</a></td>
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<td>‘Career Ideas for Sociology / Social Policy Graduates’</td>
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<td>Careers Service</td>
<td><a href="http://www.shef.ac.uk/careers/students/degree/scs">www.shef.ac.uk/careers/students/degree/scs</a></td>
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<td>‘Careers with My Degree’</td>
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<td>Prospects</td>
<td><a href="http://www.prospects.ac.uk/options_sociology.htm">www.prospects.ac.uk/options_sociology.htm</a></td>
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<tr>
<td>Target Jobs</td>
<td><a href="http://www.targetjobs.co.uk/careers-advice/degree-subjects-your-options/301062-what-can-i-do-with-a-sociology-degree">www.targetjobs.co.uk/careers-advice/degree-subjects-your-options/301062-what-can-i-do-with-a-sociology-degree</a></td>
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<td>‘What can I do with a Sociology Degree?’</td>
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<td>The Guardian</td>
<td><a href="http://www.careers.theguardian.com/sociology-degree-career-choices">www.careers.theguardian.com/sociology-degree-career-choices</a></td>
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<tr>
<td>‘Career options for Sociology graduates: top 10 tips’</td>
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### What skills & attributes will I acquire?

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<thead>
<tr>
<th>Skill Category</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Organisational Skills</td>
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<tr>
<td>Communication Skills</td>
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<tr>
<td>Numeracy and IT Skills</td>
<td>123</td>
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<tr>
<td>Intellectual Skills</td>
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<tr>
<td>Research Skills</td>
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<tr>
<td>Awareness of and Attitude to Work</td>
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<tr>
<td>Sociological Studies Specific Skills</td>
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Higher Education Academy’s student employability profile for Sociology:

www.heacademy.ac.uk/assets/documents/employability/studentemployability/student_employability_profiles_sociology.pdf
Organisational Skills

Independent/autonomous working: showing initiative & making decisions on your own.

  e.g. SCS3001 & SCS3002

Workload management: prioritising & planning your work & meeting deadlines (individually & as part of a group).

  e.g. SCS2020

Self-management: being punctual, time-keeping, attending & contributing to group tasks & projects.

  e.g. SCS2000

Communication Skills

Written communication: producing essays, reports, research summaries, research proposals.

  e.g. SCS3001 & SCS3002

Verbal communication: oral presentations, contributing to group discussions.

  e.g. SCS1004

Interpersonal skills: working successfully in a team towards a common goal, debating effectively.

  e.g. SCS1015
Numeracy & IT Skills

Computer literacy: Using various software packages to retrieve, present & store information.

  e.g. SCS3001 & SCS3002

Information literacy: using information technology to find, evaluate, use & communicate relevant information.

  e.g. SCS1004

Data analysis: Collecting & analysing primary qualitative & quantitative data, analysing secondary qualitative & quantitative data, interpreting statistics.

  e.g. SCS1015

Intellectual Skills

Critical thinking: analysing & evaluating a wide range of evidence.

  e.g. SCS2002

Developing a reasoned argument: logical thinking & extracting supporting information.

  e.g. SCS1011

Problem solving: confronting problems & finding solutions.

  e.g. SCS3001 & SCS3002
Research Skills

Qualitative research methods: applying qualitative methods (interviews, focus groups, observations) to social problems & issues.

  e.g. SCS2020

Quantitative research methods: applying quantitative methods (questionnaires, statistical testing, numerical modelling) to social problems & issues.

  e.g. SCS2000

Research ethics: planning, organising & carrying out research in an ethically-informed way to ensure rigour, respect & responsibility.

  e.g. SCS1008

Awareness & Attitude to Work

Cultural & political awareness: demonstrating cross-cultural awareness, supporting equality & diversity issues, showing civic responsibility.

  e.g. SCS1004

Awareness of work, employment & business: understanding the national & global work, employment & business environment, assessing relevant ideological & ethical issues.

  e.g. SCS1009

Personal reflection & evaluation: reflecting on personal attitudes & actions as preparation for dealing with workplace relationships & situations, critically reviewing work & employment practices.
Sociological Studies-Specific Skills

Thinking sociologically: Understanding the complexity & diversity of social situations & organisations, reflecting on the role of historical events & social processes, applying personal circumstances to the wider social context, applying theory to ‘real world’ situations.

   e.g. SCS1001

Applying sociological knowledge to the ‘real world’: Developing solutions to social problems, assessing & evaluating policy, reflexively engaging with social issues & situations.

   e.g. SCS1010

Social responsibility: critiquing the status quo, understanding the dynamics of inequality, becoming an active citizen.

   e.g. SCS1003

"Make sure when you write applications that you are responding to every skills/qualification they are looking for. Don’t be put off by minimum requirements in experience if you think you have the key skills they need."

   Amelia, MA Global Social Policy graduate

"Develop, and learn to communicate yourself as having, a positive, pro-active attitude as part of a rounded, personable whole. In many fields employers will want to find someone that will fit into the team, get on well with colleagues and demonstrate the right attitude; the rest can be learned on-the-job."

   Ben, BA Sociology graduate
How can I get additional experience and skills?

Awards and Certificates

Prestigious award scheme
150 hours of work experience & activities across 4 categories. You produce a plan & a portfolio.
www.shef.ac.uk/thesheffieldgraduateaward/work

Use your experience from work (paid or unpaid) to demonstrate to future employers that you have the necessary skills to perform in the workplace.
www.shef.ac.uk/careers/students/advice/sfwc

Skills development sessions delivered by a range of graduate employers.
Helps you to practise and develop your employability skills.
Can contribute towards your Sheffield Graduate Award.
www.shef.ac.uk/careers/students/advice/

Work Experience

Taste of Work (Plus)
Offers 3-4 & 16 hour taster work experience sessions in a University department or the Students’ Union.
Designed for students who have no work experience
www.shef.ac.uk/careers/students/advice/tasteofwork
OnCampUS Placements 100 hour paid placements in a University department, academic and professional services. www.shef.ac.uk/experience/jobs/campus

Degree with Employment Experience (DEE) Placement year, in your penultimate year of study, spent in employment. www.shef.ac.uk/placements/students

Other University opportunities

Opens a world of over 200 opportunities to try new experiences, develop new skills and meet other volunteers whilst getting active within our local community. www.shef.ac.uk/experience/volunteering

Dynamic network of students working on Learning & Teaching projects. Ambassadors influence, improve and develop how students learn and how they are taught. www.shef.ac.uk/lets/student/salt

An opportunity to become directly involved in “real life” research projects at the University, in partnership with academic staff or collaboratively in a research group. www.shef.ac.uk/sure

Sheffield Mentors Volunteer undergraduate students who have undergone training to equip them for the role.

Matched with a small group of year 1 students (the mentees) from their own department, and, if possible, from the same course. www.shef.ac.uk/ssid/mentoring/mentors
Represent the Department and University at open days, supporting prospective students and their parents.

If you are interested in becoming an Ambassador, contact Janine Wilson: j.birch@shef.ac.uk.

Get involved in Departmental activities and influence the student experience in the Department by representing peers at Student/Staff Committee.

If you are interested in becoming a Rep, contact Jo Pepper: j.pepper@shef.ac.uk.

A range of services and activities to support your skills development.

www.shef.ac.uk/studentskills

A series of engaging weekly lectures to improve your enterprise skills.

www.enterprise.shef.ac.uk/opportunities/improve-your-skills/skill-build
What next?

Explore the range of resources included here

Ask the advice and opinion of people who know you best

Talk to your Personal Tutor

Take a ‘virtual tour’ of the Careers Service:
www.youtube.com/watch?v=FfCjzuVCYAY

Make use of the Careers Service:
www.sheffield.ac.uk/careers/students

Register with MyVacancies database:
www.shef.propects.ac.uk

Get individual Careers Service advice:
book an initial 20 minute appointment

Look at the programme of careers related events:
www.sheffield.ac.uk/careers/events

Consider taking Careers Management Skills module (CAS201) at level 2

You can also contact:

Jo Britton, Employability Officer for Sociological Studies
n.j.britton@sheffield.ac.uk

Jo Pepper, Student Support Officer and HEAR support
j.pepper@sheffield.ac.uk
Never give up on the career you want. Enthusiasm is the best skill you can have!

Lucy, BA Sociology graduate

Spend time working with the Careers Service to look at your options. Invest time in work experience to see which areas suit you before having to commit.

Mark, BA Social Policy and Sociology graduate