Urban Studies & Planning

Employability Handbook.

Undergraduate and Postgraduate Taught Courses

2016 - 2017
Why employability?

Your degree is about more than just academic achievement. It is about developing valuable skills and knowledge that can help you as you embark on your chosen career or continue on to further study.

Getting that all important ‘edge’ over other candidates is important, whether applying for jobs or further academic study.

The CareerEDGE model identifies some of the key skill areas and attributes that it may be beneficial for you to develop in order to enhance your overall employability and maximise your potential:

- Career development learning
- Experience (work and life)
- Degree subject knowledge, understanding and skills
- Generic skills
- Emotional intelligence

With graduate jobs markets becoming increasingly competitive, it is essential that you make yourself stand out from the crowd. Having the initiative to make the most of opportunities available, as well as taking time to reflect and identify areas for self-improvement, will help to make your first steps onto the career ladder a lot easier.

‘Employability is 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 benefit themselves, the workforce, the community and the economy.’

‘Employability in Higher Education: What it is – What it is not’, The Higher Education Academy, 2006
What’s the purpose of this handbook?

Taking active steps to enhance your employability is something that you should consider throughout your degree programme, and not just in your final year.

The purpose of this handbook is to highlight the key opportunities and support offered within the Urban Studies and Planning department and the wider University to help you to enhance your employability throughout your course.

Using the CareerEDGE model as a guide, this handbook will focus on providing useful information relating to career development learning, work experience and other skills development opportunities.

It also provides useful tips for keeping track of your skills development, resources for finding jobs and work experience, and where to go for further information.

The final section is a calendar with some key dates and deadlines for your diary.

In order to avoid overloading you with information, this handbook will provide the key details and will then direct you to websites where you can find further advice or guidance, and additional resources.
What skills will I develop through my degree programme?

In addition to developing your academic and subject-specific knowledge, each of the modules undertaken in Urban Studies and Planning will help you to develop a broad range of employability skills.

The modules offered within the USP department have been developed to ensure that the knowledge and skill development opportunities will support students entering into a range of different careers. A number of the degree programmes offered within the USP department are accredited by the Royal Town Planning Institute (RTPI) and the Royal Institute of Chartered Surveyors (RICS).

The USP Employability Skills Framework, shown below, has been used to ‘badge’ each of the department’s modules to help you identify which key skills you have potential to develop through undertaking a particular module.

The skills ‘badges’ assigned to each module can be found in the module outlines in your Module Handbook and on the relevant module pages on MOLE.

<table>
<thead>
<tr>
<th>Communication Skills</th>
<th>Organisational Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interpersonal skills</strong>: ability to work with others, role play, networking, relationship building, empathy, influencing, conflict resolution, negotiating and mediating, personal impact and confidence</td>
<td><strong>Self-management</strong>: ability to manage self and own workload, contributing to group tasks and projects, time management, punctuality</td>
</tr>
<tr>
<td><strong>Written communication skills</strong>: essay and report writing, graphic and multi-media presentation, persuasive writing</td>
<td><strong>Workload management</strong>: prioritising and planning, meeting deadlines (individually and as part of group), working under pressure</td>
</tr>
<tr>
<td><strong>Verbal communication skills</strong>: speaking, presenting, listening and understanding</td>
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</tr>
</tbody>
</table>

Communication Skills

Interpersonal skills: ability to work with others, role play, networking, relationship building, empathy, influencing, conflict resolution, negotiating and mediating, personal impact and confidence

Written communication skills: essay and report writing, graphic and multi-media presentation, persuasive writing

Verbal communication skills: speaking, presenting, listening and understanding

Organisational Skills

Self-management: ability to manage self and own workload, contributing to group tasks and projects, time management, punctuality

Workload management: prioritising and planning, meeting deadlines (individually and as part of group), working under pressure
### Analytical & Problem Solving Skills

- **Critical thinking:** evaluation and analysis of evidence, developing a reasoned argument
- **Problem solving:** problem definition and investigation, action planning, logical thinking, evaluating potential solutions, translating ideas into action
- **Creativity:** creative vision, innovation, enterprise

### Research Skills

- **Research methods:** research planning and organising, information sourcing and data collection, applying quantitative and qualitative research methods, qualitative and quantitative data analysis
- **Collaboration:** inter-disciplinary awareness, collaborative working and learning, information sharing
- **Best practice awareness:** ethical considerations, risk assessment methods, data management and storage, rigour, respect and responsibility

### Numeracy & Digital Literacy

- **Numeracy:** mathematical skills, numerical reasoning, statistical analysis and interpretation
- **Digital literacy:** computing and IT skills, digital information retrieval, storage and presentation, GIS skills

### Business Skills & Professionalism

- **Business skills:** resource and project management, financial awareness
- **Professional skills:** leadership, attention to detail, reliability, stakeholder engagement and management
- **Professional ethics:** political and cultural sensitivity, ethical responsibility, honesty and integrity, supporting equality and diversity

### Self-motivation & Awareness

- **Self-motivation:** determination, confidence, tenacity, independent working, initiative, enthusiasm for learning, decision-making ability, going beyond the minimum requirements
- **Self-reflection and evaluation:** reflecting on personal attitudes and actions, evaluating own performance, flexibility and adaptability, critically reviewing own work, career development skills, understanding need for life-long learning

### USP Specialist Skills

- **Urban environment and planning skills:** built environment / sustainability awareness, place making skills, strategic / spatial thinking, evaluating policy, governance and legal frameworks, drawing and design skills, industry awareness
- **Global skills:** valuing diversity, cultural awareness, understanding inequality, economic / political awareness, societal and environmental change
- **Social responsibility:** becoming an active citizen (civic responsibility), reflexive engagement with urban / social problems and developing solutions
How can I enhance my employability?

Career development learning

Keeping track of and reflecting on the skills you develop throughout your time as a Sheffield University student, will help you to enhance your future employment profile. The University provides a number of support mechanisms and development opportunities to help students become more self-aware and guide you in your first steps on your chosen career path.

Sheffield Graduate Development Programme

The Sheffield Graduate Development Programme is the University’s approach to personal development planning (PDP). Combined with guidance from your Personal Tutor, the Graduate Development Programme provides a framework for reflecting on your personal development, attributes, skills and employability throughout your degree programme.

For further details visit: http://www.sheffield.ac.uk/sgdp/index
Career Management Modules

A number of modules offered to undergraduate students focus specifically on career management and development.

The USP Employability Skills Module is compulsory for all students on undergraduate degree programmes within the Urban Studies and Planning department. This module delivers a range of employability skills through a series of sessions over the academic year, including careers events and workshops. It provides an opportunity for all undergraduate students in USP to improve their student experience through enhanced employability skills development.

Through a series of lectures and seminars discussing key skills development, students will develop an understanding of the skills required to make effective applications and succeed in the workplace.

Further details of this module can be found on MOLE.

There is also an optional 20 credit Careers Management Skills Module (CAS201) available to all Level 2 undergraduate students (except MPlan students), which aims to equip students with the necessary skills to make and implement effective career decisions on graduation and beyond.

Careers Service Training

Sheffield University Careers Service provides expert careers guidance, with qualified Careers Advisers who can help you with making career choices and exploring your options.

The Careers Service also offers a number of massive open online courses (MOOCS) throughout the year on a range of career-related topics, such as interview skills and application writing. These courses count towards the Sheffield Graduate Award. See here: https://www.sheffield.ac.uk/careers/moocs

Twice a year the Careers Service also operates an eMentoring Scheme during which students are paired with a professional mentor. It provides a great opportunity for you to learn about the world of work from an insider’s perspective, and can help you find out more about recruitment processes for entering your chosen field. For further details visit: https://www.shef.ac.uk/careers/students/worktypes/careermentoring
Work experience

Getting some ‘real-world’ work experience is a key way of enhancing your employability. It helps to demonstrate a level of professionalism and commitment which is highly valued by employers. Even if this experience is not directly related to your chosen career, in most cases you will still develop valuable skills which are transferable to your future workplace and can be referred to in job applications.

At the University there are many opportunities for you to gain experience in a work environment or through volunteering.

Placements and Internships

You may be required to undertake a work placement as part of your course, and in most cases you will be responsible for organising this placement yourself.

Some good places to start looking for potential organisations to approach include:

- RTPI Directory of Planning Consultants https://www.rtpiconsultants.co.uk/
- RICS Directory of Surveyors http://www.ricsfirms.com/
- Find a Local Authority http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1

Further guidance on arranging a placement will be provided on your course. Some useful information on how to approach organisations and write a covering letter and CV is available here: https://www.sheffield.ac.uk/careers/students/gettingajob
Other placement opportunities are available through the Careers Service, which coordinates paid On CampUS Placements with academic and professional services departments within the University. See here for further details: https://www.sheffield.ac.uk/placements/students/oncampus

Placements are open to all undergraduate and taught postgraduate students and are advertised on Career Connect at the start of the academic year. Visit here for details: https://careerconnect.sheffield.ac.uk/student/home.html

‘The one-week placement gave us a great opportunity to advance our knowledge of the UK planning system and enhance our communication skills. It was a valuable experience that we could change our role from an international student to a planner in a local planning authority. We would encourage future students to apply for such placements during their study in USP.’

Two of USP’s international students, Yisong Peng and Mingxuan Zhang, reflecting on work placements they undertook with local planning authorities in the UK

There is also the opportunity to undertake a Degree with Employment Experience, in which you take a year out to work in a relevant sector. Again, this would need to be organised yourself, and you will also need permission from the USP department. For further information, see here: https://www.sheffield.ac.uk/placements/students/year
Volunteering

Volunteering is a great way to get experience of working in an organisation, whilst also giving something back to the community.

The Students’ Union advertises plenty of local volunteering opportunities throughout the year on the SU Volunteering website: http://su.sheffield.ac.uk/sheffield-volunteering.

These projects come in all shapes and sizes to suit all time options and interests. So whatever the time of year, there is always something to get involved in.

SIDshare is a student-run enterprise that offers practical experience for Sheffield University students to engage in the field of international development through formal volunteering roles and international development projects with partner organisations.

See here for more information: http://sidshare.group.shef.ac.uk/

Enactus is a student-run social enterprise based at the University of Sheffield, dedicated to running commercial and social action projects. The main aim is to provide economic opportunities for people in need, in both local and international communities, using business concepts and an entrepreneurial approach. You can apply to join Enactus by completing an online form on the Enactus website: http://www.enactussheffield.org/index.html

If you are a planning student, you may want to consider volunteering for Planning Aid England. Planning Aid offers planning advice and support to individuals and communities, and is a good way to boost your CV. As a student you can get involved in a range of activities, such as helping out with Local Plan consultations or neighbourhood planning.

Visit: http://www.rtpi.org.uk/planning-aid/volunteering/
Part-time jobs

Having a part-time job whilst studying can be a good way to earn some extra cash, as well as helping you to develop useful work-based skills.

Career Connect via MUSE has details of all the latest part-time jobs and work experience on offer in Sheffield, and further afield.

Or you can visit the Student Job Shop located on Level 3 of the Students’ Union. For more information visit: http://www.shef.ac.uk/careers/students/jobs/jobshop

Taste of Work

For students with little or no work experience, Taste of Work offers you a work taster in a University or Union department. It’s a great way to gain skills, experience and confidence. Apply online in the Autumn and Spring semesters.

Visit the website for further details: http://www.sheffield.ac.uk/careers/students/advice/tasteofwork

Postgraduate Advantage Scheme

The Postgraduate Advantage Scheme provides paid internships for taught postgraduate students in the Department of Urban Studies and Planning with organisations such as charities, social enterprises and small commercial firms. The scheme is designed to enable you to complete an internship, which is flexible around your studies. The 100 hours can be completed part-time or after exams. Previous students taking part in the scheme secured roles including Assistant Urbanist, Design Assistant and Assistant Surveyor.

A selection of internships will be advertised on Career Connect, or you can source an internship yourself and then apply for a bursary. Applications open in Autumn each year.

For more information visit: https://www.sheffield.ac.uk/careers/postgraduates/pas
Other skills development opportunities

As well as developing skills through your course and through work experience, there are plenty of other opportunities on offer within the University to help you broaden your way of thinking and get involved in something a bit different. It’s all about taking the initiative to make yourself stand out from the crowd, and more importantly, to stand out to future potential employers.

Experience US

There are so many opportunities available to you while you study at Sheffield. Visit the Experience US website to explore your options and gain experiences that will make your time at Sheffield unforgettable, while developing skills for your future: https://www.sheffield.ac.uk/experience

Including ways in which you can volunteer your time, learn new skills and discover more about yourself. Your experience will make you even more employable when you graduate.

Give it a go

Give it a Go a programme full of one-off activities, organised through the Students’ Union, for you to try while you are a student here in Sheffield. Give it a Go gives you the chance to try new things, meet new people, learn new skills and visit different places. You can pay for activities online or at the Students’ Union Box Office.

For programme details visit: https://su.sheffield.ac.uk/get-involved/give-it-a-go
University of Sheffield Enterprise

University of Sheffield Enterprise (USE) seeks to stimulate new ideas and supports students and graduates of the University to make their entrepreneurial ideas happen. USE creates opportunities for you to develop your ideas, whether it’s selling T-shirts to raise money for a society, organising a gig, or setting up a business. USE is there to help, mentor and support you.

Getting involved in enterprising activities is a great way to boost your CV, gain new skills and meet new people. These are skills that can be transferred to your studies, your future employment and your daily life. For more information about the events, activities and advice offered by USE, visit their website: http://enterprise.shef.ac.uk/

Peer Assisted Study Sessions

Peer Assisted Study Sessions (PASS) provide study support for students from different levels on the same degree programme. Higher year students are trained as ‘Peer Assisted Study Session Leaders’. PASS Leaders learn how to use their knowledge and experience to facilitate study sessions for new students. By becoming a PASS leader you can develop personal and employability skills such as leadership, communication and team work. For more information, visit the PASS website: http://www.sheffield.ac.uk/ssid/301/peerlearning/pass

Languages for All

Languages for All is a university-wide scheme that provides opportunities for all students wishing to develop foreign language skills within or beyond their main degree programme. This could be learning a new language, or continuing to build on a language started at school or college. Undergraduate students can choose to take a foreign language module, if your degree programme allows.

Postgraduate students can also take Languages for All modules, but they would need to be self-funded. Taking a foreign language module could be very useful to you in gaining that competitive edge in an increasingly global labour market. See here for more information: http://www.sheffield.ac.uk/languages/lfa
Achieve More

Achieve More gives all undergraduate students the opportunity to extend their academic and personal development by combining research-informed subject knowledge with wider transferable skills, professional competence, cultural agility and real world engagement. Each level of Achieve More is developed by academics at the University. For more information, visit the Achieve More webpage: https://www.sheffield.ac.uk/als/current/achieve

Sheffield Undergraduate Research Experience (SURE)

The SURE scheme provides funded research opportunities during the summer vacation for undergraduate students (not in their first or final years) across the university. The scheme allows students to work in partnership with academic staff on a dedicated piece of research, enabling students to develop their subject knowledge, gain awareness of the academic research environment and enhance their employability. Further information can be found here: http://shef.ac.uk/sure/index

Global Learning Opportunities in the Social Sciences (GLOSS)

The GLOSS scheme aims to promote student engagement in global learning. The scheme provides students with unique opportunities to understand their courses in an international context:

- The Global Leadership Initiative provides undergraduate and taught postgraduate students opportunities to work as fully accredited policy analysts at major global summits.
- The GLOSS Research Associate Scheme offers undergraduate students international research experience in partnership with academic staff.
- SIDshare enables all students to engage in a student-run social enterprise involved in international development.

For more information about these opportunities, visit the GLOSS website: https://www.sheffield.ac.uk/gloss/about
Sheffield Mentoring Scheme

Undergraduate students can volunteer to become mentors as part of the University Peer Mentoring Scheme. You will be given training and will then be matched with a small group of Year 1 students from the USP department, and if possible, from the same course.

As a mentor you will support new students throughout their transition to university life. You will gain new skills that will support you through your learning and development, enhance your employability prospects and make you ready for professional practice. As a mentor you will receive a certificate highlighting the training that you complete. It will also recognise the important contribution that you will make to the start of another student’s University experience.

For further information, visit the Sheffield Mentoring webpage: https://www.sheffield.ac.uk/ssid/mentoring/index

Studying abroad

If you are a USP undergraduate student you have the opportunity to study abroad for a full year in Australia or the USA as part of your degree. You must discuss this with the department and get approval before applying. Applications should be made in the first semester of your first year. For more information visit the Global Opportunities and Exchanges Fair and online at: http://www.sheffield.ac.uk/studyabroad/sheffield

Students on the MPlan Urban Studies and Planning also have the opportunity to take part in an Erasmus European exchange in the spring semester of the fourth year. Further details are available at: https://www.sheffield.ac.uk/usp/undergraduates/studyabroad

301: Student Skills and Development Centre

301 Student Skills and Development Centre provides workshops, drop-in sessions, one-to-one’s and online resources to help you to strengthen your academic skills. 301 includes Academic Skills training including communication, writing, research and assessment skills and Maths and Statistics training through the Maths and Statistics Help Service (MASH). If you’re not sure where to start, take the 301 Skills Audit to get a personalised skills action plan: https://301skills.shef.ac.uk/.

Further information is also available here: http://www.sheffield.ac.uk/ssid/301
Other USP opportunities

Becoming a USP Student Associate in Learning and Teaching is a good way of demonstrating a level of responsibility and engagement, which are valuable skills sought after by employers.

Student Associates in Learning and Teaching (SALTs) are students who are employed by the University to work on projects to enhance the learning and teaching experience within their faculty or across the University.

SALT is a part-time job with a difference. It’s a great opportunity to find out more about the University and make a difference to the student experience, and you can work flexibly to fit around your studies.

One student is appointed from each academic department, to work as part of a faculty or institutional team on a learning and teaching development project.

Opportunities for becoming a USP SALT are announced each year. For further information see here: https://www.sheffield.ac.uk/als/students/salt

As a USP student you may also want to get involved in Sheffield University PlanningSoc which organises social and sporting events, seminars and fundraising activities throughout the year. For more information visit: https://www.facebook.com/PlanningSoc

Professional engagement and networking

It’s never too early to start building up your professional network and engaging with professionals in your chosen field. Many professional bodies and groups accept student members, and organise skills training, networking, social events and other activities. Student membership is often free or available at a reduced rate. Some that might be of interest include:

- Royal Town Planning Institute (Young Planners): http://www.rtpi.org.uk/membership/membership-classes/student/
- Royal Institute of Chartered Surveyors (MATRICS): http://www.rics.org/us/join/student/
- Royal Geographical Society: http://www.rgs.org/JoinUs/Join+us.htm
- Transport Planning Society: https://tps.org.uk/membership
How can I demonstrate the skills I’ve developed?

There are a number of different awards and certificates that you can apply for during your course to demonstrate to future employers the skills that you’ve developed.

The Sheffield Graduate Award is a prestigious employability programme that recognises your individual extra-curricular achievements in local, national and international activities. The Sheffield Graduate Award allows you the opportunity to showcase your achievements and your commitment to personal development. Completion of the award is in your final year and a certificate is presented to you upon graduation. Registration opens in September.

The Skills for Work Certificate recognises the transferable skills you develop through your work experience, placement or volunteering, and shows you how to demonstrate these to future employers. This is a stand-alone certificate, but can also be used to progress to the Sheffield Graduate Award.

For further information about the Sheffield Graduate Award and Skills for Work Certificate visit: www.sheffield.ac.uk/thesheffieldgraduateaward

If you are an undergraduate student, the Higher Education Achievement Report (HEAR) will provide you with a comprehensive record of your university achievements, including both academic and extra-curricular learning and experience. You can use your HEAR as evidence of the knowledge and experience you gain at Sheffield, and to help you demonstrate your skills when applying for jobs or further study. The HEAR has been developed through a national project, so employers and other universities know about it too. You can find more information here: https://www.sheffield.ac.uk/ssid/hear
The Academic Skills Certificate provides an opportunity for you to gain HEAR recognition for attending workshops run by 301, MASH and the University Library and reflecting on these experiences. The 301 Academic Skills Certificate acknowledges your commitment to enhancing your academic and employability skills, and personal development. See here for more information: http://www.sheffield.ac.uk/ssid/301/asc

Within USP you can also keep track of and reflect on the skills developed through your course and placements using the Placement and Employability Skills Trackers on the MOLE Employability Hub.
What can I do when I graduate?

Whatever you choose to do, the University has lots of guidance and support available to help you make the decision that’s right for you. When you start looking for jobs, your best chances come by spreading the net as widely as possible.

In a competitive jobs market, you need to use a variety of approaches to find employment opportunities, including vacancy websites, publications, and ‘word-of-mouth’ approaches such as networking. Here are a few ideas to get you started, but this is by no means an exhaustive list.

Some useful jobs websites for USP graduates:

The Planner Jobs
http://jobs.theplanner.co.uk/

Local Authority vacancies
http://www.jobsgopublic.com/

Planning Resource Jobs
http://jobs.planningresource.co.uk/

Town Planning Jobs
http://www.townplanningjobs.com/

RICS Recruit
http://www.ricsrecruit.com/

Urban Design Group Jobs
http://www.udg.org.uk/jobs

Target Jobs, Property
https://targetjobs.co.uk/career-sectors/property

Property Week Jobs
http://www.propertyweek4jobs.com/

Estates Gazette Property Jobs
http://www.propertyjobs.co.uk/

Building4Jobs
http://www.building4jobs.com/

Once you’ve completed your degree, deciding what to do next can be difficult. Graduates from the Urban Studies and Planning Department have gone on to have a wide range of careers, or in some cases have chosen to undertake further study.
Career Connect is the easiest way to connect with the Careers Service. You can use Career Connect to search for graduate jobs, part-time work and placement opportunities, browse Career Service events, book careers appointments and send enquiries. You can visit Career Connect here: https://careerconnect.sheffield.ac.uk/home.html

Some additional careers information for USP students is available here: http://www.sheffield.ac.uk/careers/students/degree/usp

Some useful careers information for international students can be found here: https://www.sheffield.ac.uk/careers/students/inter

If you’re interested in work, placements and other opportunities overseas, you can find lots of useful information on the Experience US website: https://www.sheffield.ac.uk/experience/international

For advice on writing applications and preparing for interviews go to the USP Employability Hub on MOLE or visit the Careers Service.

If you are interested in opportunities for further study, including post-graduate research or taught courses, you can find details on the relevant departmental web pages or through the Careers Service: https://www.shef.ac.uk/careers/students/worktypes/study

If you want to know more about life as a post-graduate or PhD student, the Postgrad Insight Blog provides regular updates from current students about their individual experiences: http://postgradinsight.blogspot.co.uk/
Where can I find more information?

Further information about employability and careers can be found on the Careers Service webpages: https://www.sheffield.ac.uk/careers

Information relevant to Urban Studies and Planning can be found in the Employability Hub in the USP Student Information section on MOLE.

The English Language Teaching Centre provides English language support through the Writing Advisory Service: http://www.sheffield.ac.uk/eltc/languagesupport/writingadvisory

The Disability and Dyslexia Support Service is available through SSiD and provides a wide range of specialist support: https://www.sheffield.ac.uk/ssid/disability

If you can’t find what you’re looking for online, one of the following contacts may be able to help:

**USP Placements, Employability & Employer Relations Officer**
Amy Woolley
amy.woolley@sheffield.ac.uk

**USP Careers & Employability Tutor**
Dr Sarah Payne
s.payne@sheffield.ac.uk

**USP Careers Service Link Adviser**
Marcus Zientek
m.zientek@sheffield.ac.uk

**USP International Student Experience Officer**
Dr Ally Lu
ally.lu@sheffield.ac.uk

**International Student Support**
https://www.sheffield.ac.uk/ssid/contacts/iss
# Key dates for your diary

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Website</th>
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<tbody>
<tr>
<td><strong>2016</strong></td>
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<tr>
<td>September</td>
<td>Applications open for On CampUS Placements</td>
<td><a href="https://www.sheffield.ac.uk/placements/students/oncampus">https://www.sheffield.ac.uk/placements/students/oncampus</a></td>
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<tr>
<td>September</td>
<td>Registration opens for Sheffield Graduate Award</td>
<td><a href="http://www.sheffield.ac.uk/thesheffieldgraduateaward/index">http://www.sheffield.ac.uk/thesheffieldgraduateaward/index</a></td>
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<tr>
<td>September</td>
<td>Register for Open Online Courses (MOOCS) - these start in Oct / Nov</td>
<td><a href="https://www.sheffield.ac.uk/careers/moocs">https://www.sheffield.ac.uk/careers/moocs</a></td>
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<tr>
<td>26 September</td>
<td>Applications open for Careers Service eMentoring</td>
<td><a href="https://www.shef.ac.uk/careers/students/worktypes/careermentoring">https://www.shef.ac.uk/careers/students/worktypes/careermentoring</a></td>
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<tr>
<td>29 September</td>
<td>Volunteering and Part-time Jobs Fair</td>
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<tr>
<td>October</td>
<td>Applications open for Taste of Work</td>
<td><a href="http://www.sheffield.ac.uk/careers/students/advice/tasteofwork">http://www.sheffield.ac.uk/careers/students/advice/tasteofwork</a></td>
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<tr>
<td>October</td>
<td>Applications open for Postgraduate Advantage Scheme</td>
<td><a href="https://www.sheffield.ac.uk/careers/postgraduates/pas">https://www.sheffield.ac.uk/careers/postgraduates/pas</a></td>
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<tr>
<td>17 October</td>
<td>Professional Graduate Recruitment and Placement Fair</td>
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<tr>
<td>18 October</td>
<td>Engineering Graduate Recruitment and Placement Fair</td>
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<tr>
<td>26 October</td>
<td>Global Opportunities and Exchanges Fair</td>
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<tr>
<td>1 November</td>
<td>Urban Infrastructure Networking Event</td>
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<td>7 November</td>
<td>Public Sector Networking Event</td>
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<td>21 November</td>
<td>Graduate Schemes Networking Event</td>
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<td>22 November</td>
<td>Transport Networking Event</td>
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<tr>
<td>1 December</td>
<td>Deadline for Study Abroad applications</td>
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<tr>
<td><strong>2017</strong></td>
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<tr>
<td>February</td>
<td>Applications open for Careers Service eMentoring</td>
<td><a href="https://www.shef.ac.uk/careers/students/worktypes/careermentoring">https://www.shef.ac.uk/careers/students/worktypes/careermentoring</a></td>
</tr>
<tr>
<td>March</td>
<td>Applications open for Sheffield Mentoring Scheme</td>
<td><a href="http://www.sheffield.ac.uk/ssid/mentoring/mentors/aim">http://www.sheffield.ac.uk/ssid/mentoring/mentors/aim</a></td>
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Dates correct at time of printing but may be subject to change.
Check the relevant websites for up-to-date information.