STUDENT EMPLOYABILITY TEAM

Dedicated employability services for students from:
UQ Business School
School of Economics
TC Beirne School of Law

2016
SET YOUR CAREER IN MOTION

As a student from the Faculty of Business, Economics and Law (BEL) the Student Employability Team (SET) is dedicated to helping you increase your employability, access opportunities and manage your career. BEL SET’s services are supplementary to the Careers Service offered by UQ Advantage.

Through the BEL SET programs you will learn and practise employability skills that give you the potential to stand out from the crowd in a highly-competitive job market.

By participating in our programs, you are building your personal and professional profile throughout your time at UQ.

About the team

Our employability specialists have extensive recruitment and industry experience and networks and can give you ‘behind the scenes’ coaching, insights and practical tips for recruitment campaigns.

We partner with external employers, alumni, businesses, government and community organisations to develop opportunities for student internships, graduate career placements, learning and engagement. You can stay informed about these opportunities by visiting our website, Facebook page and UQ CareerHub listings.
Access BEL SET’s tailored programs and services at every stage of your studies: as an undergraduate or postgraduate student, as well as an alumnus for up to six months after graduation.

**PRE-DEGREE: GET SET**
Find out about the support and programs available to you as a UQ BEL student including: BEL SET programs, UQ Advantage Programs and UQ Careers Service.

**EARLY-DEGREE: SET IN MOTION**
Begin planning your career goals and lay the foundations to achieve them by building your employability. Have a consultation with BEL SET, create a CV and LinkedIn profile, seek part-time work and get involved in voluntary work and on-campus activities. These contribute to developing your interpersonal skills and career profile, and are looked upon favourably by employers.

**MID-DEGREE: SET THE BAR HIGH**
Continue shaping your professional profile by actively participating in the BEL SET programs, which give you industry access, practical experience, networking opportunities and practise job interviews as part of the Student Work Experience Program.

**PENULTIMATE AND FINAL YEAR: SET FOR SUCCESS**
Graduate recruitment often commences a year prior to graduation. We can help ensure you are prepared for graduate programs and placements through the BEL Career Mentoring Program and professional networking sessions.

**POST-DEGREE: SET FOR LIFE**
You’ve been studying among your future colleagues, so it’s worthwhile staying connected as part of UQ’s alumni community.

To support your transition to work, for six months post-graduation, you can continue to access individual consultations with your BEL SET contact and attend the Career Success Program.
GET SET WITH SKILLS TO HELP YOU STAND OUT

We recommend you start developing your employability skills and building your personal and professional profile as soon as you commence at UQ, to give yourself time to practise and gain experience to include on your CV when you graduate.

Pre-degree: Get SET
Find out about the BEL SET programs and services available to you:
- information about careers and job sectors to help you decide on a career path
- hands-on experience working on projects with the not-for-profit sector
- individual consultations including guidance about career options and practise interview sessions
- workshops to equip you with the skills and attributes to be work-ready
- networking events and opportunities to connect with employers and industry
- UQ CareerHub – an online careers portal where you can post your CV and access details of job vacancies and internships
- information about closing dates for graduate applications with major Australian employers
- UQ Advantage Programs, UQ Careers Service and Going Global.

Early-degree: SET in motion
Participate in a series of programs and workshops to SET you up with insight on career options and employability skills:
- consult with BEL SET to create your career attainment plan
- create a CV and LinkedIn profile
- seek part-time work
- get involved in voluntary work and on-campus activities
- review the career insight web resources.

‘A Day In The Life’ event series
Connect with a panel of young professionals about their career and experience of transitioning to work after graduating. Aimed at first and second year students, these sessions give you an insight into what it would be like to do their job, helping you explore possible career options in different industries.
**Mid-degree: SET the bar high**

- have a consultation with BEL SET for help with internship applications
- apply for internships and vocational work integrated learning programs
- take part in the Community Engagement Program (CEP) and seek voluntary work opportunities
- attend the interactive employability programs
- gain recruitment experience through the Student WorkExperience Program (SWEP)
- participate in networking events

**Community Engagement Program (CEP)**

Make a positive social impact and create change in the community by applying your classroom knowledge to projects in the not-for-profit sector. You will work as part of a project team, taking on a role similar to that of an external consultant, working with community organisations in response to a project brief. The program is structured by project management milestones and offers preparation workshops, and academic and industry support. It’s an opportunity to expand your network, gain skills and give back.

**Career Success Program**

We partner with industry experts to help you practise your job application and interviewing skills. Topics include: preparing CVs and cover letters; interviewing techniques and role playing; gaining an awareness of the Australian and global business culture; and fine tuning your negotiation, networking, interpersonal and presentation skills. Partnering with industry experts, the aim of this program is to assist you to achieve long term career success.

**Student Work Experience Program (SWEP)**

A recruitment and work experience program for mid-degree students. You will practise participating in a competitive recruitment process similar to those used by large organisations. Successful candidates will secure a professional full-time internship for two to three weeks during the semester break.

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"The Community Engagement Program not only provided me with an opportunity to apply my studies; I also gained an insight into the not-for-profit sector. It made me think about what I want in my career and how I can best apply my skills and knowledge meaningfully."
Penultimate and final year: SET for success
Recruitment for graduate roles often commences a year prior to graduation. BEL SET can help you prepare:
• participate in our BEL Career Mentoring Program
• attend employer-led workshops
• receive an individual consultation to help you prepare for applications and interviews
• attend professional networking events
• be inspired at the Edge Leadership Series.

BEL Career Mentoring Program
Connect with a personal industry mentor. Mentors are an invaluable source of experience and support as you make the transition from student to graduate. Your mentor, often an alumnus, can share tips on how to apply your learning to work, help you understand what attributes and behaviours are valued in the workplace, and guide you in using your existing skills to find work.

The Edge Student Leadership Series
Hear from inspirational leaders including CEOs, managing directors, partners, general managers and entrepreneurs across a range of industries. Our guest speakers share their personal and career journeys, giving you invaluable first-hand insight into how business leaders get to the top of their game and how they overcome the challenges they face.

Employer-led Workshops
Learn about upcoming graduate employment opportunities and hear directly from employers on how to prepare for and succeed with your applications. These sessions also present an excellent opportunity for you to make a great first impression with key employers and network amongst them.

Unlocking your employability MOOC
The University has developed a Massive Open Online Course (MOOC) to assist you to develop your employability.

In this free, self-paced course, you’ll hear from:
• employers discussing what they value when hiring new graduates
• current students who have maximised their university experience
• graduates who have transitioned successfully into the workplace
• academics in the field of employability with insights into key topics in the course.

There are seven modules in the course:
• what is employability?
• developing your employability
• connecting your employability to the workplace
• communicating your employability
• workplace behaviours and attitudes
• career transitions
• ongoing learning and working globally.

Go to edx.org, register for an account, then sign in and enrol in EMPLOY101x: Unlocking your employability.
Post-degree: SET for life
Stay connected with your future colleagues as part of UQ’s alumni community.

To support your transition to work, for six months post-graduation you can continue to access individual consultations and attend our Career Success Program.

Once you have settled into your career, we would like to invite you to stay engaged with BEL SET and give back to new students by participating in our programs as a guest speaker or mentor.

“SET was a great aid in my search for employment. They provided me with invaluable insights and advice about the way in which companies evaluate prospective candidates. Although I had previously attended resume writing and interviewing technique workshops, an employability specialist provided unique insights and tips, and I secured two summer vacation positions.”

J.T. B.Commerce
OUR MOTTO

In today’s world of business, it’s those who go the extra mile who get ahead. We are the BEL Student Employability Team. We connect ambition with possibility, and expectations with experience. We are the experts, rallying together championship teams, and connecting industry leaders with work-ready students. We help define a path, not just an end point. We guide and inspire students to confidently take the lead. And we work hard to create opportunities together. We provide the inside edge. A fast-track to success.

It’s not just a foot in, it’s a step up. Because when you get SET, you go further.

CONTACT BEL SET

VISIT THE WEBSITE
Visit the website before the day for a copy of the program, directions to the campus and to create a personalised plan.
bel.uq.edu.au/set

LIKE US ON FACEBOOK
Stay updated on the latest events and workshops and be notified of career opportunities, internships and work experience.
facebook.com/UQBELSET

CONTACT US
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