

ENGINEERING



Swansea University
Prifysgol Abertawe

EMPLOY ABILITY

guidance • information • advice • key dates



HELPING YOU TO SUCCEED

We are proud of the success of our graduates in helping to engineer our future. From our engineering mathematics resources, helping you to succeed in your degree; to careers advisors, assisting you to secure your first graduate job, we aim to help you be successful at university and in your degree. Our staff and students all share the same goal; to be ambitious and achieve their best.

We provide a supportive environment and there will be many opportunities to prepare yourself for your future career. Make the most of all that is on offer to you!

Inside this leaflet you will find guidance on the support you can expect from us, career advice, and useful information on planning your future career whilst at university.

"Swansea provided an excellent foundation in engineering, in both technical and management skills. This, combined with the support I received from the Careers department, has allowed me to secure a position on one of the top rated graduate schemes in the country."

Lewys Jenkins
Development Engineer for
Jaguar Land Rover
Electronic and Electrical
Engineering graduate



PLANNING YOUR CAREER

GUIDANCE AND VACANCIES INFORMATION

Our industrial links benefit you as a student because close working with industry ensures you are kept up-to-date with industry trends, ready to make a major contribution to organisations from day one. Our knowledgeable students are valued by companies and we are often regularly contacted by **graduate employers** looking to recruit our students. All such opportunities are posted on the College of Engineering Facebook page www.facebook.com/SwanseaUniEngineering and on the **Careers and Employability Service** website at: www.swansea.ac.uk/careers

The College also provides opportunities for you to meet potential employers by holding **graduate recruitment presentations** given by various engineering companies and organisations. You are strongly advised to attend and make the most of such visits and opportunities. Every year we organise a number of careers events and activities for our students. The University's **Annual Careers Fair** is attended by many of the UK's largest graduate recruiters.

Our academic staff and careers advisers have a wealth of experience about what companies look for when you are applying for your first job. Do **ask for advice** on your application and interview techniques.

The Swansea Employability Academy (SEA) organises the annual **Employability Week**, which provides workshops

and events where students enhance core graduate competencies in areas such as teamwork, communication, presentation skills, project management and professionalism.

The University offers a full central careers service with:

- Specialist advisers
- Databases of vacancies
- One-to-one appointments to discuss CVs applications, interviews and career paths

We encourage all of our students to take the opportunity to use these facilities and services. You can make an appointment with a **Careers Adviser** at www.swansea.ac.uk/careers/appointments-with-advisers.

ENTREPRENEURSHIP

The University also provides free support to students who would like to develop their own business. Support is provided with business planning, company registration, intellectual property advice, and grant applications. To find out more, visit www.swansea.ac.uk/careers/entrepreneurship/supportforstudents

"I truly believe that an Engineering course at Swansea University gave me an excellent head start in life to build an exciting and rewarding career."

Yousef Alzuhair
Manager in the Business Development Department for a Power and Water Utility Company
Mechanical Engineering graduate

SEA AWARD

THE SWANSEA UNIVERSITY EMPLOYABILITY AWARD

Employers are looking for more than a degree when choosing graduates to employ.

Here at Swansea University, you have the opportunity to join a structured programme that will enhance your employment prospects, both in the UK and globally, by:

- Offering you the opportunity to plan for your future employment using an online career learning tool to support you with career planning and job search
- Providing you with a comprehensive report of your achievements as a student, in the form of the Higher Education Achievement Report (HEAR)
- Enabling you to choose to search for employment opportunities online and allow prospective employers to access your academic and personal profile

Employers are increasingly using online technology like the Gradintel software, where HEAR is stored electronically, to find the best students. Don't miss the opportunity to help make decisions about your future after university and to build an effective and informative CV.

Register at www.sea.swansea.ac.uk

"Currently, I am a Unit Process Engineer at Phillips 66. This job directly uses the skills I learnt throughout my time at the University. The valuable insight into the industry, provided by the tutors in the College of Engineering, when I made my application, was most helpful."

Ceri James

Unit Process Engineer
at Phillips 66
Chemical Engineering
graduate

KEY DATES

JULY - AUGUST

- Gain work experience to enhance your CV during the summer holidays.
- Graduated and didn't find time or manage to secure a job whilst studying? Don't panic - there is plenty of support available and many companies will still be recruiting.

SEPTEMBER - DECEMBER

- Larger employers open applications for graduate opportunities. You can apply for a job or placement directly with employers or through an organisation such as GO Wales and STEP.
- Final year student - want to apply for further studies? This is also the time to start researching options and making applications.
- Students in all years - join University clubs and societies to gain general skills and experiences.
- Register for the Swansea University Employability (SEA) Award and start completing 'My future', to help plan your future career.
- Attend the University Careers Fair in October.
- Attend the talks and presentations given by various companies and organisations throughout this semester.

JANUARY - JUNE

- Continue with the job, placement or further study search, but remember to balance this and your studies carefully.
- There is plenty of support available from the University Careers Service to help with applications, interviews and assessment centres.

DO YOUR RESEARCH

KNOWLEDGE IS POWER

When choosing a potential employer, you will need to invest some time and effort, researching companies you would like to work for, rather than sending out hundreds of generic applications. Time spent on a few, well-constructed applications will prove to be time well spent.

There are several areas you can research to make informed choices. You can then use this knowledge when applying to tailor your application to the employer. Look at:

- Size and work of the employer
- Reputation and strengths
- Recent developments and plans
- Recruitment and selection procedures

Through your research, you can shape your own engineering career.

Contact the University Careers Service for free help, advice and guidance. Daily appointments are available so book yourself in!

[www.swansea.ac.uk/careers/
appointments-with-advisers](http://www.swansea.ac.uk/careers/appointments-with-advisers)

"The skills learnt on the third year group project such as project management, teamwork and research have proved to be very useful for the working world. Most excitingly one of my first projects at work has been to design an ultrasonic level sensor for a dialysis machine, a satisfactory real-world use of the knowledge gained from my university studies."

Lucy Ingham

Morgan Crucible
Graduate Leadership
Programme

Medical Engineering
graduate

CV TIPS

"My future plan is to follow a career in renewable energy and become a Chartered Engineer. Studying at the College of Engineering has helped me by giving me lots of career advice."

Nicola Gawne
Environmental
Engineering

MAKE IT THE BEST!

STRUCTURE (name, contact information - remember to use an email address that sounds professional!)

PERSONAL DETAILS (include grades, subjects, any modules studied relevant to the role, awards and prizes)

ENGINEERING WORK EXPERIENCE (include the areas of work and tasks undertaken, include any particular software used)

EMPLOYMENT HISTORY (include the areas of work, any responsibilities and transferable skills such as customer service, teamwork)

SKILLS (include software packages, languages)

+ **INTERESTS & ACHIEVEMENTS**
+ **REFEREES**

REMEMBER TO:

- Keep the CV to two sides of A4.
- Adapt the CV so it is relevant for each job you apply for. It is also important to adapt your cover letter. Avoid just cut and paste.
- Be consistent in font size/style, use of capitals/underlining/bold and layout/margins.
- Use correct grammar and punctuation. Ask someone to proof read your CV before sending.

KEY SKILLS FOR ENGINEERS

Your degree programme offers many opportunities to develop the intellectual and transferable skills that many employers are looking for in new graduates. The skills strength areas for engineering are:

- Ability to use analytical skills and tools to formulate and solve problems
- Ability to use laboratory and workshop equipment to generate data
- Ability to work in a multidisciplinary team
- Effective use of IT
- Practical skills in using tools, techniques and equipment
- Creativity
- Effective oral and written communication
- Management of time and resources
- Self-discipline and motivation
- Project management skills
- Safety awareness
- Innovation

Various modules and study options bring you into direct contact with the engineering industry and the business world. This allows you to put theory into practice and to understand the wider commercial implications of working as a Professional Engineer.

You can also develop your skills outside of academic work, through extra-curricular activities, student jobs and voluntary work. We encourage you to become involved in these activities so that you can build up your experience.

YEAR IN INDUSTRY

If your course includes a year in industry, you will be provided with support and guidance to help you secure a placement. This includes CV writing workshops, presentations from students and companies, and advice on job hunting and application tips.

"I deliberately chose the Year in Industry option as I had heard about how much of a boost it provides whilst looking for employment after university.

This year has been an incredible insight into the world of business and production, showing how what I was learning could be applied practically in the real world."

Alice Hardy

Quality Engineer at Praxair

Product Design Engineering (with a Year in Industry) graduate

PLACEMENTS

We encourage all our students to take part in a placement during their time at university.

Swansea University has initiatives to help you gain valuable knowledge and experience of working life. This includes:

- The Swansea Paid Internship Network (SPIN)
- Week of Work (WoW)

To find out more information about these schemes and how to get involved, visit www.swansea.ac.uk/employability-academy/spin.



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STAY CONNECTED

For all the latest employability news and graduate vacancies:



www.facebook.com/SwanseaUniEngineering



@SUEngineering



<http://linkd.in/17QaEgS>

"Swansea has a very good reputation for metallurgy and materials science. The University is particularly well-regarded by the aerospace industry. Swansea's reputation helped secure my current job."

Zak Barrett

Materials and Processes Engineer at Airbus
Materials Science and Engineering graduate