



The University of
Nottingham

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The School of Cultures, Languages and Area Studies (CLAS)

Work Placement and Employability Programme



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www.nottingham.ac.uk/clas/prospective/undergraduate/careers-and-employability.aspx





The School of Cultures, Languages and Area Studies (CLAS), in partnership with the Faculty of Arts Careers team, is investigating methods of enhancing employability. We have established a structured Work Placement and Employability Programme for our students.

The Work Placement and Employability Programme enables students to enhance their employability by demonstrating and developing the valuable skills that are highly regarded by prospective employers in a fast-moving competitive job market.

Work placements

We are looking for work placements for our second year and final year undergraduate students. The placements will be on a voluntary basis and will take place within university term time. Students will be required to complete a total of 40–50 hours of work.

Areas of interest

We are looking for organisations who are able to provide placements relevant to the following areas:

- modern languages – French, German, Spanish, Russian, Portuguese (potentially others)
- media-related work such as advertising, journalism, marketing, film, radio and television
- communications
- public services
- government or non-governmental organisations

Next steps

If you are able to offer placements in any of the above areas, please contact us:
lea.guetta@nottingham.ac.uk.

To find out more about our school please visit our website at:
www.nottingham.ac.uk/clas/careers

An overview of the departments

Modern Languages

Students studying modern languages are trained in language proficiency plus film, history, linguistics, literature and media and politics of their chosen language (French, German, Russian and Spanish/Portuguese). They also gain important interpersonal and intercultural skills through their Year Abroad.

Modern language graduates develop outstanding communication skills that make them ideally equipped for careers in management and administration, banking and business, the civil service, public relations, journalism, teaching and translating.

American and Canadian Studies

The American and Canadian Studies department promotes inquiry into the history, literature, politics and popular culture of the United States and Canada. Students gain a variety of skills from working across disciplines and studying abroad.

Graduates adapt easily to professions such as management, business, public services, teaching, law, media, postgraduate work and academia.

Cultures, Film and Media

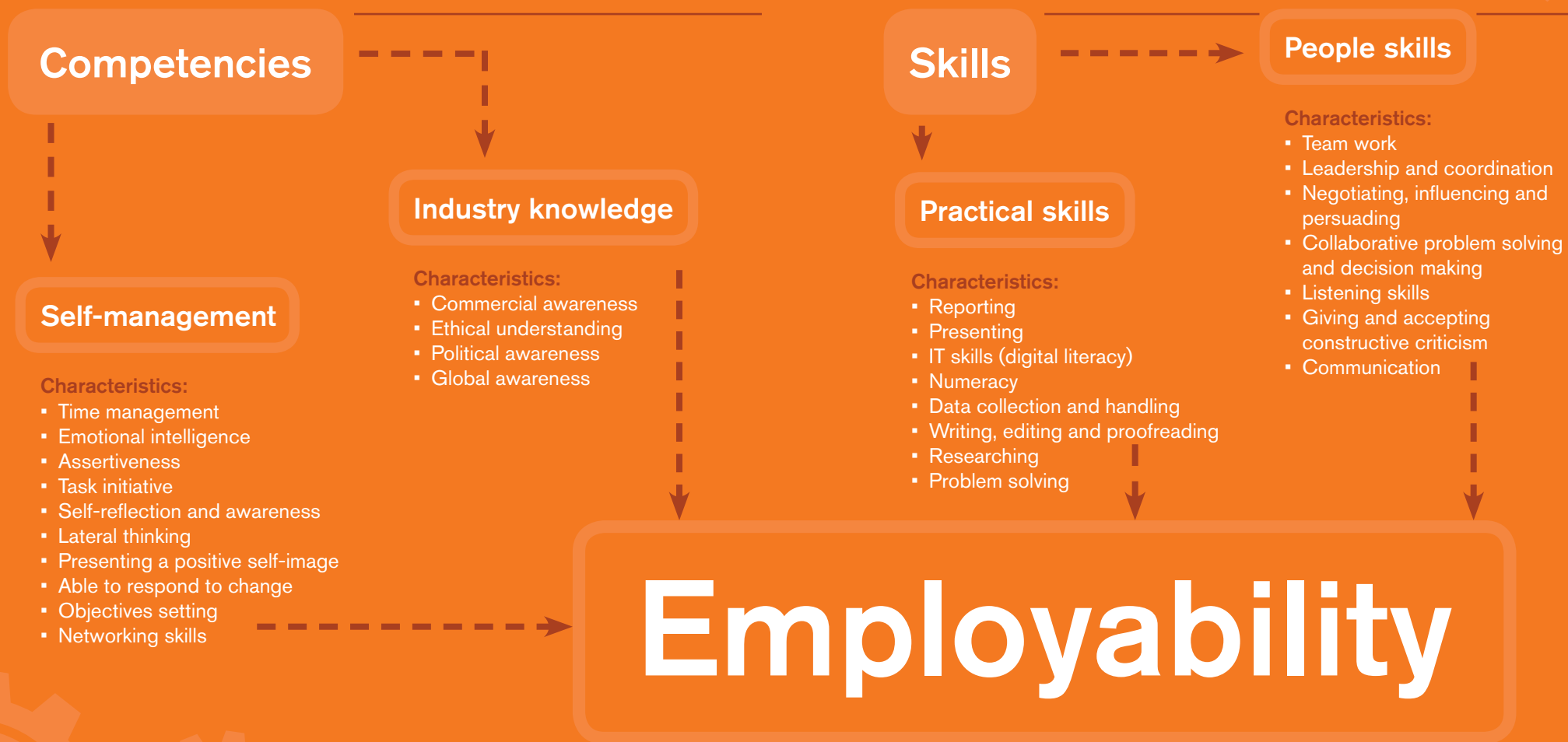
International media and communications studies degrees train students in theories of mass media and communications and culture, combined with strong emphasis on the study of a foreign language.

Film and television studies courses explore the places and roles of film, television and new media. Students also gain expertise in social and cultural context, textual analysis and empirical research.

These courses train students in critical analysis, communication, research and media literacy. Graduates gain valuable training for professional work in media industries such as advertising, film, journalism, radio and television, business, political communications and public relations.

CLAS employability competencies and skills framework

We have developed a framework to identify the key competencies and skills of our students, including practical and people skills, self-management and industry knowledge. This framework will allow us to identify employability skills for available placements.



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Work Placement and Employability Programme

Education

We prepare students for their placements by:

- training them in CV and cover-letter writing, interview skills and personal development planning
- providing a weekly drop-in clinic for queries and support
- working closely with the Careers and Employability Service to encourage students to attend events and workshops to increase awareness of employability and career development

There are four employability modules available to students:

- **Careers Skills for Linguists** – Nottingham Advantage Award (extra-curricular award)
- **CLAS Work Placements** – Either as an accredited module, formal part of degree programme for year two and above **or** as a Nottingham Advantage Award
- **Year Abroad Work Placement (10 credits)** – placement 5 months or less
- **Year Abroad Work Placement (20 credits)** – placement 5 months or more

The aims of these modules are to:

- identify career options using languages
- support personal development through a practical work placement in a local business/organisation
- maximise transferable skills gained in their work placement
- relate academic theory learned as part of the degree to real situations in the workplace

Placements are:

- voluntary
- 40–50 hours over the Spring semester (February–May), four to five hours, one day a week
- for the accredited module, assessment is a weekly blog plus a 3,000-word project report
- flexible to suit students' timetables and employers' schedules

Future career planning

We encourage students to think about their future through:

- on-campus employer presentations and careers events targeted specifically towards CLAS students
- career skills workshops to hone application, interview and assessment centre skills
- support, guidance and information throughout each module and while students are on placement

If you'd like to get involved in these activities, please contact us:
lea.guetta@nottingham.ac.uk