

# BACKPACK TO BRIEFCASE

*Employability support at Kent Business School*



# CAREERS AT KBS

The Backpack to Briefcase journey is an initiative exclusively for Kent Business School (KBS) students to support you in laying the foundations towards a successful future career.

Our key support tool is the KBS Employability Blog:  
[blogs.kent.ac.uk/kbs-employability](https://blogs.kent.ac.uk/kbs-employability)

This lists internships, job opportunities, careers information, application tips, industry insights, CV handouts and much more. This is aimed at business students, including MSc, MBA and PhD students.

Our activities are in addition to those offered by the Careers and Employability Service (CES) at the

University of Kent, which are also available to you for three years after you graduate.



# UNDERGRADUATE SUPPORT

**We deliver embedded employability workshops for Stage 1 students in Canterbury and Medway and run an extensive placement preparation programme for Stage 2 Year in Industry students. For stage 3 students we offer 1-2-1 careers guidance appointments focusing on next steps, whether that is finding a graduate job or undertaking further study.**

We also organise bespoke workshops, industry visits and employer networking events for all KBS students.

Students can book personal, confidential appointments with the KBS careers practitioner via [bit.ly/kbsappointments](http://bit.ly/kbsappointments)

Appointments are limited, and are in addition to drop-ins and appointments offered by the CES.

## **Careers Award for Business**

We have an online KBS Moodle Careers Award, which you can work through in your own time (approximately 6 hours). This will help you navigate the job hunting process, from making career choices to succeeding in interviews for part-time jobs, internships,

placements (Stage 1&2) or graduate jobs (Stage 3). It is worth 30 Employability Points, if completed outside a module.

To access this, go to your Moodle dashboard and search for DP2825: Careers Award for Business. You can self-enrol or follow instructions on the blog: [blogs.kent.ac.uk/kbs-employability/careers-advice/moodle-award](http://blogs.kent.ac.uk/kbs-employability/careers-advice/moodle-award)



# YEAR IN INDUSTRY

**If you are registered for a Year in industry, during Stage 2, you will attend workshops coaching you through the recruitment process step-by-step.**

Workshops include:

- Preparing for your placement
- Cover letters and applications
- Interview Skills
- Assessment centres
- Networking

Your placement must be full-time and last for at least 44 weeks (this can be made up of more than one placement) and it can be in the UK or abroad.

## Self-Employed Placements Programme

KBS has a new option for students studying degrees which include a Year in Industry – instead of working within a company, you can run your own business.

Ideal for entrepreneurial students, the Self-Employed Placements are on offer to KBS students meeting certain criteria, such as successful participation in the Business Start-Up Journey programme. Students who already have their own business will also be considered.

Students taking a self employed year will receive support from the KBS-based ASPIRE team, with one-to-one support with the Entrepreneur in Residence.

The programme runs for the same time period as the traditional Year in Industry and is assessed in exactly the same way.

To find out more about the Self Employed Placement programme and the criteria for joining either email [ASPIRE@kent.ac.uk](mailto:ASPIRE@kent.ac.uk) or Kim Munden [K.E.S.Munden@kent.ac.uk](mailto:K.E.S.Munden@kent.ac.uk)

## During the Year in Industry

You will be supported by us through regular contact:

- 3-month telephone call - A call to you and your manager to see how you are settling in.
- 6-month visit/Skype - A KBS staff member will visit, or Skype, you and your manager to see how the placement is progressing and check your portfolio.

- Business School Returners' Day - A day back at university to catch up and be briefed on your report.

**Support is available at any time during the year for you, or your manager, to ask any questions or raise any issues.**



# POSTGRADUATE SUPPORT

**We run bespoke employability events for your course as well as employer networking events.**

Students can book personal, confidential appointments with the KBS careers practitioner via: [bit.ly/kbsappointments](https://bit.ly/kbsappointments)

Appointments are limited, and are in addition to drop-ins and appointments offered by the CES.

In addition, the University of Kent's Graduate School runs the Global Skills Award for postgraduate students on taught programmes.

This comprises of lectures on global issues and a series of skills workshops specifically designed to enhance students' employability in a highly competitive market.

The closing date for applications is usually at the end of October/start of November.

For details and how to apply visit: [www.kent.ac.uk/graduateschool/skills/programmes/gsa](https://www.kent.ac.uk/graduateschool/skills/programmes/gsa)



# CAREERS CHECKLIST

- Have your CV checked by one of the Careers Advisers in CES
- Attend bespoke employability workshops
- Book a one-to-one appointment for careers information, advice and guidance
- Undertake some work experience which could include a placement, internship, part-time employment or volunteering
- Attend employer networking events
- Practice interview skills including psychometric testing and assessment centres
- Get involved in the activities on offer at the Employability Festivals that take place in Medway and Canterbury
- Attend the Careers Fair in Canterbury



# EMPLOYABILITY & PLACEMENTS TEAM



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