Building success
kcl.ac.uk/careers
Who we are

What does it mean when people say ‘Careers’ and ‘Employability’?

Who am I and where am I going?

Careers
My career journey is the reflective journey of discovery and exploration of myself, my future options, and the world I would like to enter:
- It’s my journey so I’m making my own map, considering the destinations that interest me and I want to explore.
- It doesn’t matter where I am on my career journey—lots of people have no idea about what they want to do after King’s!
- I just need to figure out my next steps, one at a time, until I know where I want to get to.
- Once I know where I’m going, getting there will be much easier!
- Changing direction is all part of the journey: a route might take longer but I’ll know more when I get there.
- If I need help on my career journey, the King’s Careers & Employability team are experts at helping people find their way.

King’s CareerConnect, KEATS Careers Hub and King’s Career Kit
If you’re looking for advice, training, a chance to meet employers and professionals, or jobs and internships, come and find out what we offer on King’s CareerConnect. Log in with your K number and usual King’s password, and fill out a quick profile to make sure you get notifications of what matches your needs and interests.

If you’re looking for online training and e-learning versions of our workshops, visit our KEATS Careers Hub in KEATS.

If you want information and resources about careers of interest, take a look at the King’s Career Kit.

What do I need to get me to my career destination?

Employability
My employability is the portfolio of knowledge, attributes, skills and experience I develop continuously through what I study and do, that enables me to achieve my career goals:
- Whatever the subject, my degree is a huge source of knowledge, attributes, skills and experience that will form the foundation of a successful career.
- I’ll always need the ability to learn in depth, whatever my degree and whatever career I end up in.
- Who I am, how I do things and what I believe will all help me be successful in work, from being an independent thinker to having a global outlook.
- I’m developing a huge number of transferable skills through my subject, all of which have a wider value outside my studies.
- The more I experience, both through King’s and all the other things I do, the more I can develop myself and my ideas.
- Even if I don’t know what career I want, my employability will develop all the time, and is likely to help me focus my careers ideas.
- I’ll keep on developing my employability once I’m in the workplace, so knowing what my employability assets are will help me make informed decisions about my future.

What does it mean when people say ‘Careers’ and ‘Employability’?

Who we are
What does my career journey look like?

At the start of every academic year at King’s College London, we ask you a few short questions during your enrolment:
- What stage of career planning are you at?
- What do you plan to do after your current programme of study?
- Which sector would you like to find employment in once you graduate?
- Have you gained work experience in this sector?
- Please indicate which types of work experience you have undertaken.

These questions help King’s Careers & Employability give you the support you need, but much more importantly, they help you understand where you are on your career journey.

Are you Discovering what’s out there? Focusing your ideas? Or taking Action on your career plan?

When you look for an event, experience, information, workshop or one-to-one interaction with King’s Careers & Employability, we’ll tell you how it will help you, whether you are in the Discover, Focus or Action phase of your career journey and employability development.

Some of our services will help you to explore your careers ideas, while others develop your employability alongside your studies and other activities. You might also be a long way forward with your employability development but still not know what career you want – that’s OK!

Whatever stage you are at, every service we offer is designed to help you make progress. Even going back a stage can be good if it helps you make a better decision. And if you aren’t sure where you are on your journey, come and ask us and we can help you work it out!

Discover
A huge number of students at King’s, across all years and all subjects, would describe themselves as being in the Discover phase. Does this sound like you?

- I’m uncertain about who I might become, what I have to offer and the world I would like to enter.
- What’s out there for me?
- How will my degree help with my future?

King’s Careers & Employability are experts at helping people find their way through the Discover phase. Think of it like the first year of your degree: you’re getting to know your subject, what’s expected, what’s required, what interests you. Discovering your career options is exactly the same.

Focus
This is the stage where you start to narrow down your career options and dig a little deeper, getting to know what a career choice really means and how it suits you. Does this sound like you?

- I’m focusing my future choices.
- I’m beginning to understand what knowledge, attributes, skills and experience I have to offer and might need to develop for the careers that interest me.
- I’ve got some ideas now, but need to learn and explore more to help me choose what’s right for me.

You’ll gain a huge amount of value from talking and listening to our team, to employers, King’s alumni, and the wide range of professionals we bring in to work with you. Learn about them, and learn about yourself.

Action
This is the stage where you finalise your career plan and put it into action. It doesn’t have to be a career choice for the rest of your life, but having a clear plan for after you leave King’s really helps you make the most of what you’ve already achieved, to help you as head out into your future. Does this sound like you?

- I’ve got a really good understanding of myself and how what I offer enables me to put my plans into action.
- I have a career plan to put into action.
- I’m confident in identifying what knowledge, attributes, skills and experience I have developed through what I study and do.

Use our employer insights, labour market information, and expert feedback and support through the whole application and interview process to make sure you achieve what you’ve chosen. Whatever your choice – work or further study, building a business or being self-employed – we will help you say Goodbye King’s, and Hello Career!
Workshops

Focus your understanding, gain new skills and access key information by attending our careers workshops

In your faculty or department
Careers Consultants who know all about your degree and your possible future career choices deliver workshops in most academic departments. They include everything from what career options are available for students on your degree to how to prepare for entry for specific careers. Some sessions are in curriculum, some are part of a specific extra-curricular programme. We also run a special programme for postgraduate research students. Keep an eye on departmental emails and noticeboards, and check out King’s CareerConnect for any sessions that require advance booking.

Future Advantage
We run a programme of workshops in King’s Careers & Employability that cover your entire journey from exploring potential careers to succeeding at interview. Whether you are in the Discover, Focus or Action stages of your career planning and employability development, we have something to help you take the next step. Book our workshops through King’s CareerConnect.

Employer Skills sessions
We’re not the only people who want to help you progress and succeed! Employers come to King’s to share their insights into what they are looking for in the students and graduates who will become their future employees. Find out about specific skillsets, learn the tricks of how to present your employability assets to particular sectors, or just satisfy your curiosity about what it’s really like to do a particular job. Some of these sessions are part of the Future Advantage programme, and some are run separately; look for all these sessions through King’s CareerConnect.

Thinking of starting up on your own?
We also run sessions for those interested in self-employment, which will suit everyone from freelance creative specialists to dentists and researchers. You can book these through King’s CareerConnect and find resources in our KEATS Careers Hub. We also support the King’s Entrepreneurship Institute in their development of future entrepreneurs; find out more about their programme at the Entrepreneurship Institute website.

kcl.ac.uk/careerconnect
One-to-one services

We offer various services to help you steer your professional future in the direction you want it to go

Careers Guidance
Whether you’ve not yet discovered what you want to do with your life, or need support putting your well-defined career plans into action, we’re here to help. It doesn’t matter if you feel completely unsure, or aren’t even clear what a careers discussion can do for you – come and see us anyway! A career guidance appointment can be a great catalyst for moving you forward.

We are experts at helping everyone, no matter where they are on their career journey, and our Careers Consultants are ready to support you to figure things out and move on to the next stage. We also have dedicated appointments for postgraduate research students with our specialist PGR Career Consultants. You can book your 1:1 careers guidance appointment using King’s CareerConnect.

Practice Interviews
If you have an upcoming interview, book an hour long practice interview with us to help you prepare and feel confident. You let us know the role you are interviewing for and we simulate a realistic interview and provide plenty of feedback to help you improve your interview technique. Book in advance on King’s CareerConnect.

CV and Application Advice
Applying for a job and want your CV, Cover Letter or Application Form checked over? Your document will be reviewed for style and content and you will receive feedback to ensure it is tailored to your prospective employer. Book via King’s CareerConnect.

Careers Lounges
Where we bring our service to you! Look out for Careers Lounges in your department where you can speak informally to one of our Careers Consultants who knows about your degree, your department and your options.

Drop Ins
We run a wide range of informal Drop In sessions on all campuses where you can find out more about what we offer and get a quick answer, whatever your question. Whether it’s our weekly King’s Internships drop-in sessions or annual cross-campus Internships Roadshows, our King’s Experience Drop Ins that showcase the different King’s Experience Awards, or our Information Drop Ins where you can just ask any question about careers or employability, look out for our banners and come and say hello!

kcl.ac.uk/careerconnect
Online learning and information resources

Whatever stage of career planning you’re at, we’ve got something available to help you...

Information Resources
We have over 100 different careers handouts written by professionals within King’s Careers & Employability, which contain information and further reading on various sectors. You can find out about what working in a particular sector consists of, how to break into it and where you can search for jobs. The information is arranged by Discover, Focus and Action, meaning you can start your research from the stage most relevant to you.

We also have a series of handouts relating to career management skills, such as CVs, Interviews, and Networking.

Everything we produce is available online at kcl.ac.uk/careerkits, and on paper from our services on the 5th floor in Bush House SE, and the Mezzanine in Henriette Raphael on the Guy’s campus.

"I like how the information was all on one sheet and how it’s broken down into specific areas – the links really help you.

"This handout is systematic, clean and logical, and it’s clear from reading it what the take home messages are.

King’s Careers Blog
Follow our blog for the latest careers news, stories and information from students just like you, vacancies, funding information and competitions. Find us on the King’s Blogs site.

KEATS Careers Hub
Our Careers Hub on KEATS provides you with access to innovative careers education for your personal and professional development, at any time and from anywhere. Enabling you to learn at your own pace, our online learning resources support you at all stages of your career journey, from figuring out what to do next, developing your employability, or getting to grips with and succeeding in the recruitment process.

With online workshops, videos and quizzes, we’ll help you identify what you want from a future career, choose a sector and roles that interest and suit you, and build a plan for how to achieve that goal, helping you maximise your experience of being at King’s and increase your chances of being successful when you graduate.

"The Careers Hub is very student friendly and easy to navigate.

"I enjoyed the interactivity of the Careers Hub.

King’s Careers Event Recordings
Don’t worry if you’ve missed one of our careers events: we record a number of them throughout the year. You can view these, and write-ups of events, through the King’s Careers Event Recordings site on KEATS. From academia to law, finance to NGOs, we’ve got something for everyone.

Subscription Services
Through King’s Careers & Employability, you can also access a wide range of subscription services to help you achieve success in psychometric testing and interviews, and to discover more about your career options. You can access these through the Resources button on the King’s Career Kit page.
We hold hundreds of events every year to help you find out more about what sectors, careers, job opportunities and internships are available to you. Come and find out more about what your future holds...

**Discover Careers in...**
Want to discover what it’s like to work in a particular role, company, sector or industry? Our Discover Careers in... series brings in a panel of speakers working in specific areas to tell you what it is like to do the job, what you need to get into it and how they got there. Listen to their stories to discover what it’s really like and bring your own questions to help refine your focus.

This series covers careers in around 40 different sectors, from banking to advertising, law to retail. Every session will help you uncover the reality of working in the sectors that interest you.

“I got an idea of how things flow on a daily basis when someone works in this particular field, thus, the event helped me understand whether I would like to pursue a career as a marketer.”

“This was one of the best panels I’ve attended! It definitely helped me see a new path, was informative, but fun, and had a great mix of perspectives!”

“It was an exploratory event for me, I wanted to listen to what other graduates had done.”

**Careers Fairs**
We bring hundreds of employers, big and small, from dozens of sectors into King’s every year at our Careers Fairs. Discover opportunities you may not have thought about and get the chance to meet the recruiters face to face to help refine your application and put your career plan into action.

Our Careers Fairs are organised by sector to help you meet the right companies.

“The Careers Fairs really inspire me, and I get to network with a wide variety of organisations.”

“I’ve understood much more about the company I’m interested in, since meeting them at the Careers Fair.”

**Networking Nights**
These evening events provide a more informal opportunity to meet many organisations looking for King’s students like you for their opportunities and placements. Highlights this year include our Female Networking Night, Placements Networking Night and Careers in China Networking Night. Find out more about how getting experience can help focus your career plans.

**Careers Cafés**
These are informal chances to find out more about specific companies. You can talk to recruiters over a coffee and a croissant, to find out how to focus your application, or discover more about daily life when you start working with them.

**Employer promotions**
Employers are just as curious about you as you are about them! Look out for pop-up interactive displays from companies looking to encourage you to work for them and discover the opportunities they have available.
**King’s Internships**

Internships are a great way to discover what it means to work in a specific job or sector, focus your ideas by gaining work experience, and develop key skills that are highly valued by employers. Wherever you are on your career journey, we can connect you with high quality internship opportunities that will help you do just that. Visit the ‘Exclusive Internships for King’s Students’ tab on King's CareerConnect for current opportunities.

**Part-time & Summer Schemes**

We source paid internships across a variety of organisations and sectors in and around London, exclusively for King’s students. Internships are offered on a flexible, part-time basis during the academic year and full-time over the summer. We also offer the Advance programme of exclusive summer internships in London for disabled students.

The King’s Internships listings on King’s CareerConnect are easy to search, and updated every day. There are many exclusive internship opportunities for King’s students that shouldn’t be missed. I would recommend every student use this platform if they wish to find a job or internship in the UK.

**Accredited Internships Programme**

A number of King’s degrees offer internships as an accredited, assessed part of your course. It’s a great opportunity to apply the learning from your studies to a real life work situation, and to test what you might like to do as a job when you graduate. Many internships can lead to permanent employment too! Check with your department whether the scheme is an option for you, or visit our webpages.

I would absolutely recommend the Accredited Internships Programme to other students! I think it is a great experience, and being part of your programme is a positive way to complement theory with practice.

**Global Internships Programme**

An international mindset is one of the top qualities employers are looking for. Global competencies can be gained at home through work, study and extra-curricular activities, but you can also experience something further afield through our Award-winning Global Internships Programme. Choose to travel to one of many exciting destinations over the summer: in 2018, our supported locations included: Washington DC, New York, Colomba, Shanghai, Hong Kong, Cape Town and more.

**AGCAS**

The placement was my dream internship and I know that when I return to university I will be one of the most competitive students in my year because of the internship. This summer has been completely life-changing.

**King’s Experience**

The King’s Experience Awards provide opportunities to recognise and reward the activities you undertake alongside your academic studies, enhancing your learning and employability and broadening your experience whilst studying at King’s. We have a wide offering, with varied activities and assessments, that enable you to use your experience to help develop your careers and employability learning. The Awards are:

- Cultural Experience Award
- Enterprise Award
- Global Award
- Interdisciplinary Award
- King’s Leadership & Professional Skills Award
- London Award
- Principal’s Global Leadership Awards
- Research Award
- Sanctuary Award

Visit the King’s Experience page at kcl.ac.uk/ke for more information. There’s bound to be something to pique your interest!

I took the KLPSA and there were loads of online courses on CVs, interviews and how to apply that were really, really helpful.

If you’re looking to go far in life and change the world of tomorrow, the Principal’s Global Leadership Award is a good starting place.

The London Award provided a great platform to recognise and reflect on my volunteering.

The most significant gift I have taken from this whole experience is confidence in being able to envision and pursue my future career, in light of my true potential.

**King’s Undergraduate Research Fellowships (KURF)**

The King’s Undergraduate Research Fellowship scheme is a summer programme providing King’s undergraduate students with the unique opportunity to work alongside our leading academics on live research over the summer vacation. Fellowship projects last up to 8 weeks and students are given a bursary of up to £2000. Previous Fellowship holders have published peer-reviewed academic journal articles and conducted major laboratory research. The Research Fellowships also lead onto the King’s Experience Research Award. For more info contact KURF@kcl.ac.uk

Overall, I became more flexible, adaptable and creative, and learned to take more risks. I also learned that managing personal relationships well is very important for collaboration.

**Student Opportunity Fund (SOF)**

Undergraduate and postgraduate taught students can apply to the Student Opportunity Fund to fund projects which enhance their academic experience. Applications are welcome from individual students or groups of students for grants of up to £1000. The fund provides King’s students with a new opportunity to collaborate with each other and with their lecturers to enhance their learning in new and innovative ways. In the past the fund has helped students attend conferences, has paid for training courses and enabled them to go on trips. For more info contact SOF@kcl.ac.uk

If you have a great idea which helps people then the Student Opportunity Fund is for you. SOF is one of the great schemes that King’s offers to help students make a change.

Visit King’s CareerConnect to create your profile and access our services kcl.ac.uk/careerconnect
Some key dates for your Careers & Employability calendar

**Term 1 Sept–Dec**

**Action:** You will find many employers open their recruitment schemes for final year graduates and postgraduate students.

**Focus:** You will be looking for internship experiences with the larger companies for next summer.

**Discover/Focus/Action:** Throughout this term, we have many opportunities for everyone to meet employers, find out more about different sectors and careers, take part in our Awards schemes, and apply for funding to develop your experience. There are also Future Advantage workshops to support you, whatever stage you are at on your career journey.

- King’s Experience Awards Open
- Student Opportunity Fund Intake 1 (Sept)
- Careers Fairs (Sept/Oct)
- King’s Leadership and Professional Skills Award application deadline (Oct)
- Legal Week (Oct)
- Discover Careers in... panels (cross-sector, cross-faculty) (throughout the term)
- Future Advantage workshops (throughout the term)
- Application deadlines for many graduate recruitment schemes (Nov/Dec)
- Application deadlines for Spring Weeks for 1st year UG and Internships for penultimate year students (Dec)

**Term 2 Jan–March**

**Discover/Focus:** You will find plenty of events and activities to help you investigate your options. Explore your interests and skills and learn how to research potential roles and sectors in our Future Advantage Workshops or apply for one of our internships to get informative experience: Global, Summer, Part-Time and King’s Undergraduate Research Fellowships.

**Action:** In the spring and summer, there will still be many companies looking for graduate recruits, and a summer internship will help you get relevant experience to strengthen your application.

- Discover Careers in... panels (cross-sector, cross-faculty) (throughout the term)
- Future Advantage workshops (throughout the term)
- Global Internships deadline (Jan)
- Student Opportunity Fund Intake 2 (Feb)
- King’s Undergraduate Research Fellowships Open (Mar)

**Term 3 April–July**

Deadline for internships in smaller organisations

- Student Opportunity Fund Intake 3 (June)

For exact event dates (and all our other events) please check the events calendar on King’s CareerConnect.

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