



Guide for Employers

Careers and Employability

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Coventry
University





About the University

Coventry University is a forward looking, modern university with a proud tradition as a provider of high-quality education and a focus on applied research.

Our students benefit from state of the art equipment and facilities in all academic disciplines, including health, design and engineering laboratories, performing arts studios and computing centres. We have been chosen to host three national Centres of Excellence in Teaching and Learning which has enabled us to invest substantial sums of money in health, design and mathematics.

We have a major presence in Coventry, which contributes to the city's friendly and vibrant atmosphere and also enables us to foster successful business partnerships.

Through our numerous links with cutting edge businesses and organisations in the public and voluntary sectors, our students are able to access project and placement opportunities that enhance their employability on graduation.

Campus

The University occupies a purpose-built 33-acre campus in the heart of Coventry city centre. The campus buildings and environment are constantly being developed and enhanced. We are investing £160m in our campus over the next ten years, including the construction of a new Student Enterprise Centre and a high-tech faculty building for Engineering and Computing courses.



We have a 'smart campus' thanks to our investment in IT. There are more than 2,400 student PCs on site and the campus is fully Wi-Fi enabled.

The distinctive, turreted building on campus is our £16m Library, which has over 1,200 study areas, 450 computer workstations and a wealth of learning materials and information services. The award-winning design maximises the natural light and ventilation, and there's a bookshop and a café on site too.

An exciting development for both the University and for the City has been the creation of the 20-acre Coventry University Technology Park. It is home to the Techno Centre, a unique complex offering a focus for training, conferences and business opportunities; the Enterprise Centre, a £3m development providing dedicated accommodation for new small- and medium-sized enterprises; and the Coventry and Warwickshire New Technology Institute which works with companies to address skills shortages in ICT and advanced technology.

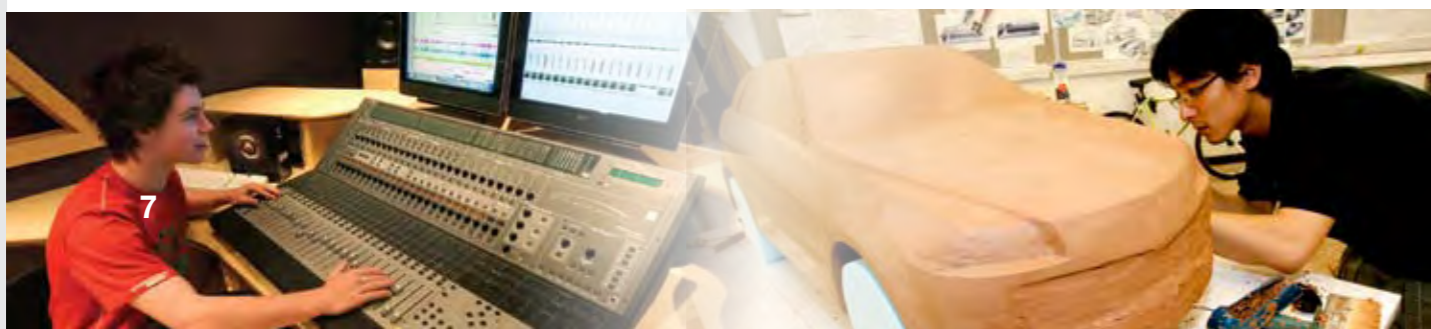




Faculties and Schools

The University is a home to six major departments with a total of more than 17,500 students.

Faculty or School	
Faculty of Business, Environment and Society	<i>Subject areas include:</i> Business, Law, International Studies, Social Science, Geography, Environment and Disaster Management.
Faculty of Engineering and Computing	<i>Subject areas include:</i> Computer Science, Mathematical Sciences, Systems Engineering, Mechanical Engineering and Design and Built Environment.
Faculty of Health and Life Sciences	<i>Subject areas include:</i> Physiotherapy, Forensic Sciences, Nursing, Midwifery, Occupational Therapy, Sports Science, Social and Community Studies and Psychology.
School of Art and Design	CSAD comprises four departments: Media and Communication, Design and Visual Arts, Industrial Design and Performing Arts.
School of Lifelong Learning	The School offers over 100 programmes ranging from short courses to part-time degrees as well as tailored courses for workforce development.
Centre for the Study of Higher Education	CSHE offers a full postgraduate programme in learning and teaching in higher education.



Awards and Accreditations

The University prides itself on high quality teaching

We are delighted that recent teaching quality assessments conducted by the Quality Assurance Agency (QAA), higher education's quality watchdog, have found our teaching to be in the 'excellent' range, i.e. 21 or more points out of a possible 24 for a wide range of our provision:

Building (22)
Sociology (21)
Languages (21)
Subjects Allied to Medicine (23)
Mathematics, Statistics and Operational Research (23)
Psychology (21)
Nursing and Midwifery (22)
Economics (23)
History, Politics and International Relations (23)
Business and Management (22)
Art and Design (22)
Leisure and Tourism (21)

In addition, under a previous assessment method, the University was rated 'excellent' in Geography and in Mechanical Engineering.

Coventry University has a long tradition of research, consultancy and expertise

The 2008 Research Assessment Exercise (RAE) reviewed the quality of research in all UK universities. Research units are judged on the basis of the quality of their research. Coventry showed a marked improvement in its results from the RAE 2001.

The University has seven subject areas which received the highest rating of 4 in the overall quality profile this year and 81 per cent of subjects assessed improved their scores.

On a scale from 0 to 4 Coventry University's average grade for research quality is now 1.9 compared to 1.2 in 2001. In the same period, the proportion of researchers working at national/international level has significantly increased and numbers submitted in these units almost doubled.

Prizes and Awards

Coventry University's Department of Industrial Design has won the Queen's Anniversary Prize for Higher & Further Education for its work in automotive design.

The achievements of Tabeisa, a pioneering project to help reduce poverty in Africa, and in which the University is one of the main partners, were also recognised in this year's awards.



Why recruit at Coventry?

Coventry University has a strong and dedicated Careers & Employability Service where people from different backgrounds such as recruitment, marketing, customer service or education - to name a few - form a vibrant and a professional support team. The programmes which have been developed with their contribution changed the way the University is perceived today and they keep on making a real difference to the employability of its students and to the prosperity of local and national businesses. Two of Coventry's Careers & Employability most successful projects have been the unique Add+vantage scheme and the robust Mobility Programmes.



The Add+vantage Scheme

In September 2006 Coventry University launched the Add+vantage scheme of mandatory employability modules designed to help students develop more of the practical skills and capabilities sought-after by employers. In 2009 over 8 000 undergraduates will be taking Add+vantage modules. Coventry University students will therefore be more and better prepared to "hit the ground running" contributing to organisations from day one as a result of taking their range of Add+vantage employability modules. This initiative is an added value to students' higher education experience, enhancing their employability and complementing the skills and knowledge acquired through degree subjects.

The development of Add+vantage involved planning and consultation with a range of stakeholder groups and employers. As a result, the University has augmented the Scheme with many new modules, including among others: "Sales and Negotiation Skills", "Management and Team-working", "Winning and Keeping Customers", "Law and Workplace", "Financing an Enterprise" and many more.



The European Mobility Programmes

The Careers & Employability Service at Coventry University runs two European Union mobility programmes for Home and EU students and recent graduates to undertake work placements in EU countries. Duration of placements abroad range for between 3 months - 1 year for undergraduates (Erasmus Programme) and for up to 6 months for recent graduates (Leonardo da Vinci Programme).

Erasmus Work Placements (for undergraduates) and Leonardo Da Vinci (for recent graduates, postgraduates and summer placements) are part of the EU Lifelong Learning Programme (2007-2013). This programme is a European initiative which, since 1994, has helped higher education institutions sponsor both undergraduate students and young graduates to gain professional experience.

Since 2007, Coventry University has been the largest Leonardo da Vinci promoter amongst UK universities sending more than 200 students across 10 EU countries.

We currently work with an ever-growing group of organisations including multi-nationals such as Airbus, Bertrandt, BNP Paribas, Commerzbank, the Fiat Group, Audi, Maserati, Kuoni DMC and Unilever as well as a large number of Small-and-

Medium-sized Enterprises across IT, engineering, business and design sectors.

Our trainees return to the UK labour market with valuable international skills and experiences including:

- Hands-on experience in an area they wish to work in
- Improved existing and new employability skills
- Practical use of degree-based learning
- Business and social skills and contacts in an EU organisation
- EU Language and cultural skills
- Experience of living and working in a different country and culture

The Careers & Employability Service can therefore help you develop projects with an international dimension, expand your market in Europe or recruit highly-adaptable, multilingual graduates.

If you would like to find out more how you can benefit from a student with this type of experience please contact eu.placements@coventry.ac.uk or call 024 76152067.



Services for Employers

Coventry University has a long and established relationship with industry and has always encouraged academia and industry to collaborate for mutual benefits.

The University has worked with companies from all sectors locally, nationally and internationally. In addition, it has accumulated a vast amount of experience and knowledge of European Mobility Programmes.

The University's commercial work has enabled it to build a good network of clients and it has gained a reputation for providing real business solutions while taking an innovative and enterprising approach to today's changing business environment.

As a University we value the commercial knowledge and relationships we build, as this enables us to combine practical business knowledge with theory taught to our students.

A team of experienced staff within Careers & Employability work closely with employers, businesses and external partners to offer them a wide range of free services that will meet their recruitment and development needs. Our aim is to provide a supply of motivated students for placements and graduate jobs. To that end, the Careers & Employability Service run a number of programmes and initiatives that will reduce the cost of recruiting an intern or an employee for your company.

All the services available to employers are listed and presented in detail at <http://www.coventry.ac.uk>

Access to Funding

Coventry University can help you access a number of funding schemes designed for you get the most out of your business. This section highlights the current schemes to which the University can provide access, assist in applications and guide you through the funding process.

It is also possible to claim Tax Credits on Research and Development work undertaken with universities. For further information please see the HMRC website - <http://www.hmrc.gov.uk/randd/>

Knowledge Transfer Partnerships (KTPs)

Short

KTPs are intended to assist Small- and Medium-sized Enterprises (SMEs), which have the potential for growth and have a project requiring expertise not available within the organisation. The Shorter KTP is a great way for micro-sized organisations and SMEs that have not previously engaged with a university to employ a student or a graduate at a fraction of the actual cost. Key facts about the shorter KTP:

- Deliver projects to address short-term business issues (10 to 40 weeks)
- A partnership between a local company, a regional university and a qualified associate (normally a graduate of the university)
- 40% - 60% of the funding for the project is provided by the government

The Shorter KTP Programme in the West Midlands will be managed by Coventry University and delivered in partnership with the Technology Strategy Board and Wolverhampton University, with collaboration from other universities across the region.

Classic

Coventry University also offers companies the chance to become involved in Classic Knowledge Transfer Partnerships, funded by the Technology Strategy Board. A Classic KTP provides access to one or more graduates (known as KTP Associates) who will work full-time within your company on a project central to your needs. The KTP Associates are jointly supervised by company personnel and a senior academic.

The Classic KTP attracts a government grant of up to 60% of the total cost of the project which includes the salary paid to the Associates, academic expertise and the administrative support provided by the University. The typical duration of a Coventry University Classic KTP is two years. More information is available from the KPT website at www.ktponline.org.uk

Innovation Networks

The Innovation Networks Programme offers grant support of up to £15,000 to groups of at least three SMEs who are working together on the development of an innovative product, process or service. The programme, which is run by Coventry University and funded by Advantage West Midlands and the European Regional Development Fund, encourages collaboration between small and medium sized companies. Collaboration can be essential for small businesses to gain access to skills that are not available in-house and over 90% of previous Innovation Networks respondents reported finding their partners useful or essential to their projects. The project has already assisted 280 networks resulting in nearly 300 jobs being created or safeguarded and over £14m of new sales. Owing to its success over the last six years, the Innovation Networks project has been awarded additional funding to run until March 2011.

Knowledge Transfer Enterprise Grants

The Knowledge Transfer Enterprise Grant (KTEG) scheme is unique to Coventry University and offers external organisations the chance to work with University staff on a short project, of up to three months, aimed at improving the effectiveness of the external organisation's operation. We offer grants of up to £3000, which are match-funded by your company, allowing you to draw upon the experience and expertise of members of University staff and students in a cost effective way to solve a real business problem.

For further information on available funding or for a no-obligations discussion please contact The Corporate Partnership Unit on 024 76 236364 or email them at cpu.cad@coventry.ac.uk



Advertising Vacancies

The Careers & Employability Service is uniquely placed to reach motivated, job-seeking students and recent graduates. We can advertise your vacancies all year round on the University website and on departmental subpages free-of-charge. Our searchable online vacancy databases use interactive technology to email registered users with appropriate vacancies. We will place your advertisement in a weekly Vacancy Bulletin which is distributed throughout the campus. We can also carry out a targeted e-mail campaign to a specific group of students on your behalf.

Please note that the content of advertisements is at all times the responsibility of the Careers & Employability Service and the received material may be edited.

Part-time and vacation opportunities

If you wish to advertise any part time or vacation opportunities or require any other services provided by thefutureworks, Coventry University's professional recruitment agency, please contact:

thefutureworks

Coventry University Enterprises Limited
Priory Students Union
B11
Coventry
CV1 5FB
Telephone: +44 0 2476 795 273
E-mail: jobs@thefutureworks.org.uk

thefutureworks
jobs for your future



What to do next to advertise your vacancy and find the best candidates...

Please e-mail details of your vacancies to careers.ss@coventry.ac.uk. Each vacancy should include the following information:

- whether it is a full-time or fixed-term appointment
- closing date for applications (please note: jobs are removed from the website two months after publication if no closing date is given)
- start date
- any essential requirements e.g. degree discipline or experience, specific skills and competences required
- description of duties
- salary (this can be disclosed at a later date if desired)
- location of the appointment
- explanation of application procedure (company application form, CV and covering letter, online application)

We do accept paper vacancies but to help us process your vacancies more quickly our preference is to receive them by email (Word document if possible).

Please phone us on 024 7615 2033 if you have any queries regarding placing an advertisement.



Work Placements

Taking a Coventry University student on a placement has never been easier. Our dedicated and experienced staff will assist you in the entire process from the advertising of your opportunity up to the end of student's contract. It is a very attractive form of employment for both employers and students and it yields significant benefits to your company:

- It is a cost-effective form of recruitment
- Students bring new ideas and up to date knowledge
- You will have the opportunity to assess their potential for future employment
- They can work on projects which staff have previously been unable to devote time to
- There is a possibility for your staff to gain experience supervising students
- Good public relations, as your organisation is seen to be investing in the future
- You create an opportunity to forge stronger partnership links with Coventry University

Advertising your placement opportunities

The Careers & Employability Service is happy to promote your placement opportunities. You can do this by either: filling in our online form at <http://www.coventry.ac.uk>, sending your details directly to Careers & Employability, e mailing full details of your placement to careers.ss@coventry.ac.uk

Recruitments of placement students

Work placements for students will vary from full year placements as part of a traditional 4 year sandwich course degree (i.e. where the third year is spent in industry) to short placements either in the summer or done on an ongoing basis through the year.

Students will often be looking for experience that is directly connected to their course and for which they can ultimately receive credit points towards their degree as part of their project, thesis or as part of their Add+vantage module.

Many of them will be seeking a paid placement but the University recognizes the importance of volunteering and is therefore actively involved in a number of initiatives where students can make a significant contribution to different projects at no cost to the employer. Please contact us for more information regarding these forms of cooperation.

As regards typical application procedures, candidates will provide you with a copy of their CV and a covering letter and/or a completed application form. You will then need to invite them for an interview and appoint the student who best matches your placement opportunity. We can provide interview space as well as other facilities. Please e mail us to discuss your requirements at careers.ss@coventry.ac.uk

Work Experience Placements - Frequently Asked Questions

Why should I consider offering a placement?

Offering a student the opportunity to work at your organisation allows you to work in partnership with Coventry University.

You will have a student dedicated to undertaking a workplace project for you. The student is not part of your usual staffing levels and can therefore work on a project where allocating time with current resources could be a challenge.

The placement should be relevant to issues within your organisation, so that the student's project can impact on your organisation in a positive and meaningful way.

Students will have completed a competitive selection process before joining the University and will be committed to making the placement work.

How long is a placement?

Anywhere from 2-3 months during the summer break to a full academic year. Students could work with you full-time during the summer or when undertaking a "sandwich" placement. On other occasions they may be able to come for 1 or 2 days a week throughout their placement.

Can I have more than one student?

Yes. If you have a need for a number of students to work in a number of different departments and on a number of different projects you may take several students at one time. There are no limits.



Work Experience Placements - Frequently Asked Questions

What sort of project would the student work on?

The project should centre on a core activity in your organisation. Typical projects might include:

- Designing websites
- Research and development of new products
- Setting up IT systems
- Analysing manufacturing methods
- Environmental audits

How much should I pay the student?

Employers would normally be expected to pay the student at least the National Minimum Wage, although some employers opt to pay more. Paying a student will normally lead to more applications arriving afterwards but as previously mentioned some projects lend themselves more to students doing voluntary placements.

What about Intellectual Property and Confidentiality?

Copyright, design rights and all IPR-related elements produced for your company by the student during their placement will belong to your company.

Employers can ask students to sign a confidentiality agreement before starting their placement if required.

Can I interview applicants?

The University can undertake screening and selection on behalf of the employer, or the employer can choose to interview the students following an initial screening process, in order to make a selection.

How do I apply?

In the first instance, you will need to contact the Employer Liaison Team at the following e-mail address: careers.ss@coventry.ac.uk. An Adviser will contact you to discuss it further, where appropriate.

Once a project and a timescale have been agreed, the opportunity will be advertised to students and applicants will be screened for suitability. A shortlist of students will then be drawn up: employers can then choose to interview these students themselves and make a final decision, or the University can recommend the most suitable candidate for the project.

Once the student has started a placement, an Adviser will contact you to go over any questions you or the student may have.

What is expected of me?

The University expects employers to provide the students with the necessary training and equipment to undertake the project. We also ask that, if the student is to be based on the employer's premises, they are given an induction including all necessary Health and Safety information.

You would be expected to alert the University if there were any issues arising from the placement that the University needed to be aware of.

What is expected of the students?

The University expects the students to conduct themselves in a professional manner whilst working for the employer, and to undertake the agreed project identified by them.

Contact:

For more information contact careers.ss@coventry.ac.uk or call our Placement Adviser on 024 7615 2032.

Events on Campus

The Employer Liaison Team organises many different events throughout the year, both in the Faculties and centrally in the Careers & Employability Service:

- Careers Fairs
- Employer Presentation
- Employer Workshops

All these services are free-of-charge to all employers and the Service seeks to build and maintain effective and lasting relationships for the mutual benefit of our employer partners and the students.

We have a programme of general and course/faculty-based career events that you are welcome to attend.

Careers Fairs

Once a year we hold an Employer Fair - a highly-publicised, two-day event located in a friendly and dedicated space where you can meet the students face-to-face and promote your company to a whole range of recipients. Last year the event attracted companies such as: AIRBUS, BNP PARIBAS, ERICSSON, FIAT GROUP, GE AVIATION, TESCO and BERTRANDT as well as 30+ other local, national and international companies.

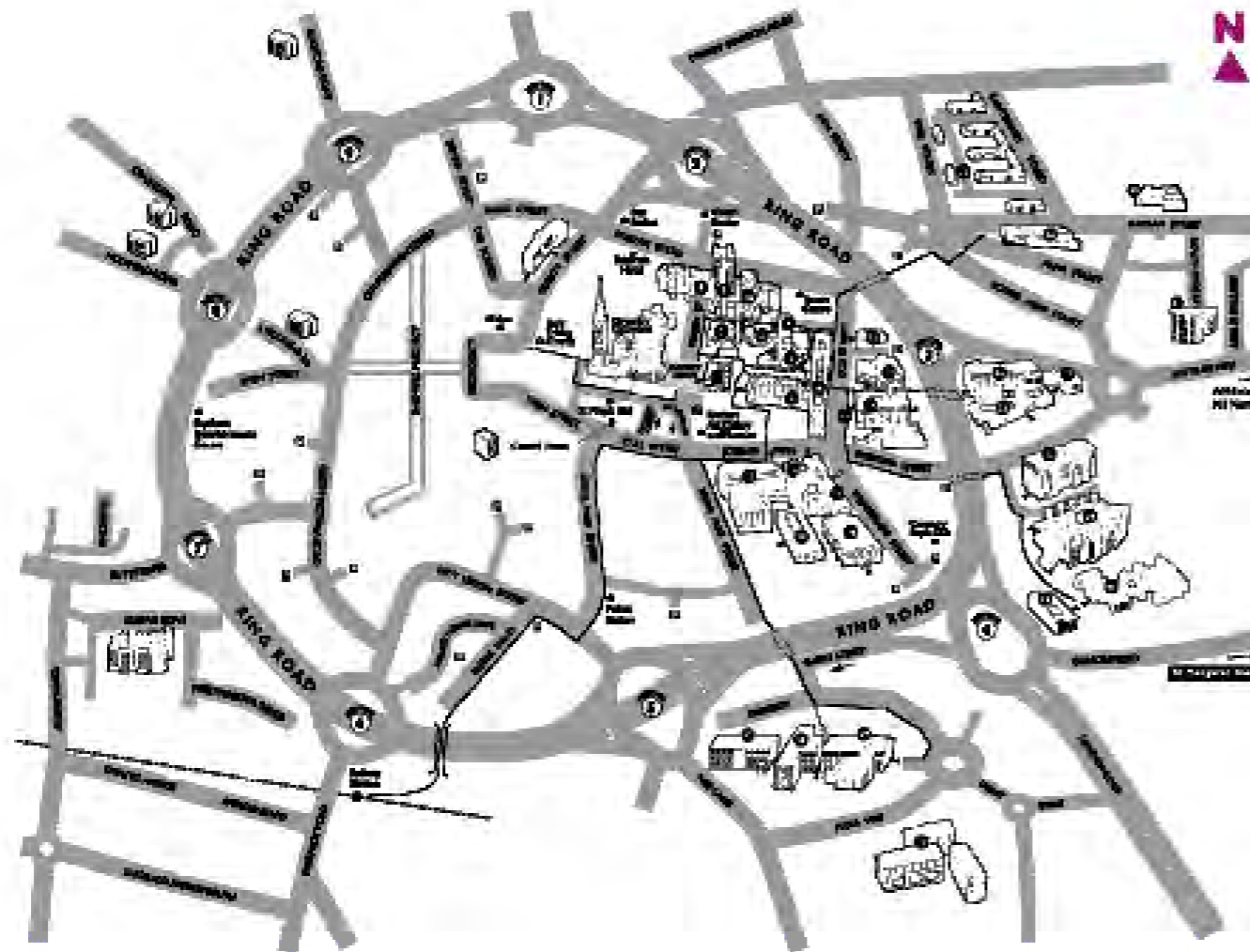


Employer presentations and workshops

At Coventry University we value the skills and experiences that employers can share with students. Employer-led sessions provide an opportunity for you to market your company and promote your sector whilst giving students a valuable insight into careers that may be available. Depending on the numbers we expect to attend, we can organise your presentation in a room or a lecture theatre. All rooms are equipped with high tech multimedia facilities for PowerPoint, slide shows or video recordings. We will also try to make sure that you have a carefully selected, well informed and keen audience on the day. In order to book your presentation e mail careersevents.ss@coventry.ac.uk or call the Employer Liaison Team directly on 024 7615 2243.

Follow-up on Employer Visits – The Quality Commitment to our Partners

We will follow up your visit to the University by providing you with the feedback on your presentation, by communicating with the students who attended as well as by contacting those who could not come but expressed interest in becoming involved. If you require, we will arrange for an interview room where you can talk to potential candidates in private and at your convenience either in the Faculties or in the Careers Service building.



- | | | | | |
|-----------------------------------|---------------------|-------------------------------------|---|--|
| University building
see legend | Tourist information | access with
wheelchair access | principal pathway
with wheelchair access | University accommodation
with wheelchair access |
| Regional junction | Car park | access without
wheelchair access | principal pathway
with steps | Footbridge |
| Regional railway | | | | |

University Buildings

- Alan Berry Building **1**
- Alma Building **26**
- Armstrong Siddeley Building **20**
- Bugatti Building **13**
- Charles Ward Building **3**
- Design Hub **32**
- Ellen Terry Building **16**
- Frederick Lanchester Building **24**
- George Eliot Building **4**
- Graham Sutherland Building **14**
- Gulson Road site **25**

- Hillman/Humber Lecture Theatres **5**
- ICE Building **35**
- Jaguar Building **22**
- James Starley Building **6**
- Maurice Foss Building **12**
- Innovation Village **31**
- Priory Hall **8**
- Raglan House **28**
- Richard Crossman Building **15**
- Singer Hall **27**
- Sir Frank Whittle Building **7**

- Sir John Laing Building **18**
- Sir William Lyons Building **21**
- Sports Centre **19**
- Student Centre **33**
- Students' Union – Cox Street **11**
- Students' Union – Priory Street **2**
- The Enterprise Centre **30**
- The TechnoCentre **29**
- Whitefriars Building **17**
- William Morris Building **23**