

A group of graduates in black gowns with teal stoles, seen from behind, standing in a line. The focus is on the central figure, with others slightly blurred in the background.

# CAREERS SERVICE

**HERE TO HELP YOU REALISE A CAREER**



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## Welcome & Session Overview

- Developing employability
- Transferable skills
- Identifying and building your skills
- Careers Service
- MyCareer
- CV's
- Understanding job applications



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# DEVELOPING EMPLOYABILITY

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**What does EMPLOYABILITY mean?**



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**Employability** refers to the skills, qualities, knowledge and behaviours that make someone able to gain employment, stay in a job and progress in their career.

It is not just about having qualifications. It is about how well you can apply what you know in a real work setting.

# The Key Ingredients of Employability

**Skills** - Communication, teamwork, problem-solving, digital literacy

**Knowledge** - Understanding of your field and awareness of opportunities

**Attitudes** - Motivation, resilience, curiosity, adaptability

**Experience** - Volunteering, part-time work, placements, extracurriculars

# Ideas for developing employability..

## Examples might include

- Volunteering or work experience
- Joining societies or clubs
- Attending careers workshops
- Building networks
- Working overseas
- Part time work
- Developing transferable skills
- Reflecting on strengths and growth areas

# Developing your employability at university

You're already building employability through:

- Your coursework (research, presentation, analysis)
- Part-time jobs or volunteering
- Societies and clubs
- Placements and internships
- Networking and mentoring opportunities

# The employability skills employers value

Employers often look for graduates who can:

- Communicate clearly
- Work well with others
- Think critically and solve problems
- Show initiative and reliability
- Manage time and priorities
- Keep learning and adapting

# Next Steps

Keep building your employability by:

- Seeking feedback and reflecting on your strengths
- Attend careers fairs (not just university ones)
- Getting involved in new activities or projects
- Using the Careers Service for advice and opportunities
- Keeping your CV and LinkedIn up to date
- Being curious ... explore, ask questions, use your initiative..

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**What are TRANSFERABLE skills?**

# What are transferable skills?

Transferable skills are abilities you can apply across different jobs and industries. They're developed through study, work, volunteering, and everyday experiences.

## **Examples include:**

- Communication - expressing ideas clearly in writing and speech
- Teamwork - collaborating effectively with others
- Problem-solving - finding solutions and thinking creatively
- Organisation - managing time and priorities
- Leadership - motivating and guiding others
- Adaptability - being flexible and open to change



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## TRANSFERABLE SKILLS (SOME OF THEM)

### **COMMUNICATION SKILLS**

INTERPERSONAL SKILLS

**CUSTOMER SERVICE**

ACTIVE LISTENING

**PROBLEM-SOLVING**

CONFLICT RESOLUTION

**NEGOTIATION**

DECISION-MAKING

**LEADERSHIP**

TEAMWORK

**TIME MANAGEMENT**

ADAPTABILITY

**CRITICAL THINKING**

CREATIVITY

**ANALYTICAL SKILLS**

MULTITASKING

**ORGANISATIONAL SKILLS**

ATTENTION TO DETAIL

**PROJECT MANAGEMENT**

RESEARCH SKILLS

# Building and showcasing transferable skills

## **You can develop transferable skills by:**

- Taking on new responsibilities in work or volunteering
- Getting involved in societies, clubs or group projects
- Reflecting on feedback from tutors or managers
- Trying new challenges that take you out of your comfort zone

## **To showcase them:**

- Use clear examples in applications and interviews (use STAR technique)
- Highlight them in your CV profile and cover letter
- Demonstrate them through confident communication and self-awareness

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Search

🔍 Careers Service

×

Search

# Choose Your Story

Find a course in: E.g. Science, Business Man...

as a: Undergraduate



Search courses

# CAREERS & EMPLOYABILITY SERVICE





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## STUDENT SERVICES

University life is an amazing opportunity to learn new things and discover yourself, but it can come with some challenges. Our Student Hwb services offer a professional support service providing high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential. The Student Hwb is a collection of practical professional services designed to enable and support all our students to reach their full potential. Through our services, students can access high-quality information, advice, guidance, opportunities, and support on wellbeing support, money support, learning support, careers and safeguarding.

### **CAREERS SERVICE**

**DISABILITY SUPPORT**

**FAITH & SPIRITUALITY**

**LEARNING SUPPORT**

**LIBRARY & LEARNING RESOURCES**

**MONEY SUPPORT**

### **REPORTING TO THE UNIVERSITY**

**STUDENT AMBASSADORS**

**STUDENT HWB**

**STUDENTS UNION**

**WELLBEING**



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**Starting to think about what career you want to pursue can feel overwhelming but breaking it down into manageable steps can help you clarify your options.**



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## How can we help?

- CV's, Applications, Cover letters, etc
- Job searching tips
- Interview practice
- Gaining relevant **work experience**
- Postgraduate study
- Signposting to other resources
- Support in looking for training/education
- Exploring your options
- Impartial advice and guidance
- Advice with self-employment
- Job fairs
- Access to '**MyCareer**'



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## What do we do?

- We offer one-to-one support for in both English and Welsh.
- Our services are available to students and graduates for up to two years after graduation.
- We provide confidential and personalised Careers Information, Education, Advice, and Guidance.
- Enjoy flexible services offered both in person and online via Microsoft Teams.
- Careers events and workshops to enhance your employability.
- We are open all year round, except for Bank Holidays and university closure days.



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There are several digital tools and technologies that can help you whilst studying at University. To access our list of recommended learning resources, you will need to log in to Moodle, our virtual learning environment.

These resources will help you assess and reflect on your own digital skills, identify areas for development, plan your personal digital skills development path and ensure your digital skills are fully recognised by earning digital badges that can be included on your CV and LinkedIn profile.



[digitalskills.uwtsd.ac.uk/students/](https://digitalskills.uwtsd.ac.uk/students/)



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**careerpathway@uwtsd.ac.uk**



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# CAREER PATHWAY

From Campus to Career: Your Journey Starts Here



## We can support you with:

- Finding Unpaid Work Experience
- Mentoring: Connecting you with Employers
- Tailored Employability Events

**Plus, you can get reimbursed to cover travel and subsistence costs.**

**Open to  
All UWTSD  
Students  
studying in  
Wales**

**Supported by your Careers & Employability Team**



Chat to us today to find out how we can support you.  
[careerpathway@uwtsd.ac.uk](mailto:careerpathway@uwtsd.ac.uk)  
or sign up:



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# MyCareer

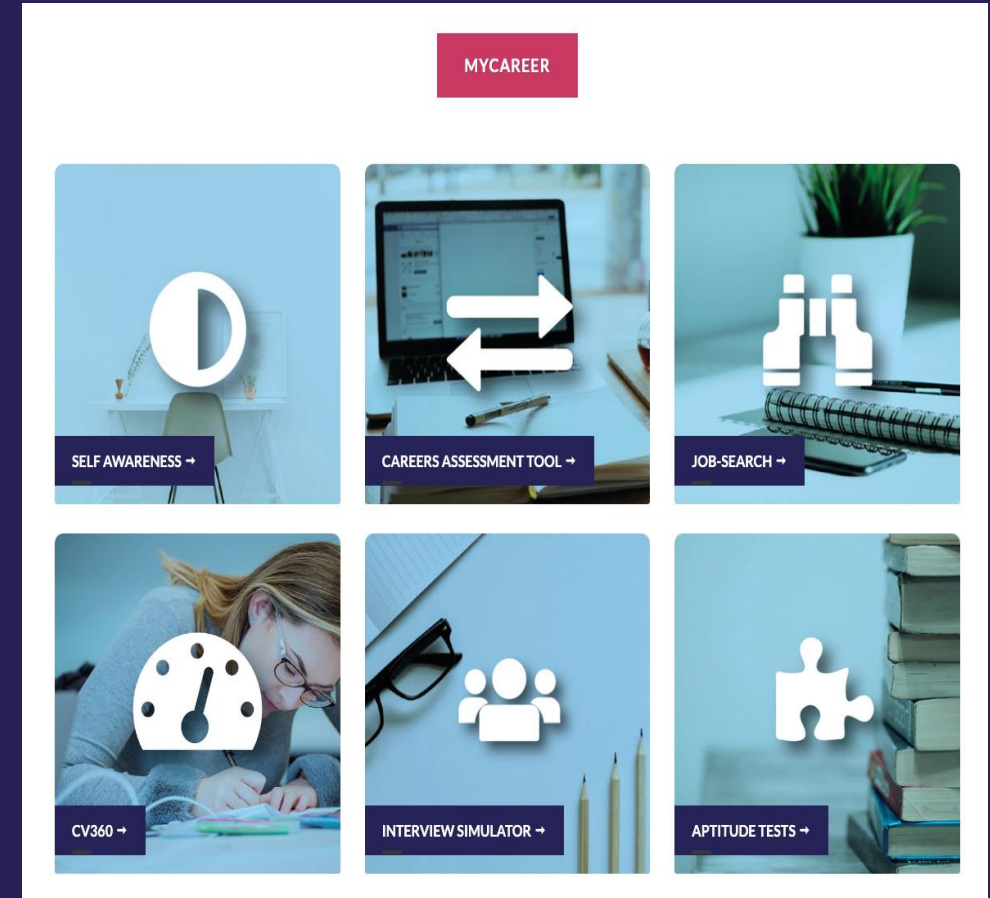


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As a UWTSD Student you have 24/7 access to our online Careers Service platform, MyCareer. Through this platform you can access Careers information, Career planners, self assessments, CV360 checker and MUCH more. You can continue to use this platform for up to three years after graduation.

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## Key Benefits for Students:

- Browse employer profiles, internships, placements, and job vacancies.
- Build professional CVs and portfolios, complete employability assessments, and plan personal development goals.
- Use AI-powered tools to rehearse interviews and receive feedback on communication skills.
- Explore detailed employer information to understand what different sectors and companies look for.
- All career tools, learning resources, and employer connections in one place, managed by their institution.



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## Why It Matters:

- Increases employability and confidence.
- Helps students understand and meet employer expectations.
- Makes career planning more proactive and personalised.
- Strengthens links between education and the world of work.

# HOW TO ACCESS MYCAREER....



Contact Careers Team →



MyCareer →



Book an Appointment →

- GO TO THE CAREERS PAGE OF THE WEBSITE
- SCROLL DOWN AND CLICK '*MYCAREER*'
- CLICK STUDENT/STAFF
- LOG IN WITH YOUR UNIVERISTY EMAIL AND PASSWORD

# How to make an appointment...



Contact Careers Team →



MyCareer →



Book an Appointment →

## Careers and Employability Service – Booking Online

Name \*

First

Last

Are you a UWTSD \*

- ☐ Student  
☐ Graduate

Student ID Number

Email \*

Phone \*

Your main campus \*

Course Title \*

Graduation Year \*

Must be a number between 1924 and 2030

Would you prefer... \*

How can we help? Please be as descriptive as possible. \*

Please let us know your availability below, including the days and times that work best for you. If you have any specific requests, fill in the boxes, and we will do our best to accommodate you. \*

|                                     | AM                       | PM                       | Not available            |
|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Monday                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday (Birmingham & London only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Specific times (we can't guarantee availability at your preferred time, but we will do our best to accommodate you)

Maximum of 300 words allowed. Currently Entered: 0 words.

Our Careers Team will be in touch with you as soon as possible. Please keep an eye on your email and reply as soon as you can so we can schedule your appointment. Thank you.

By submitting this form you are consenting to your data being held by UWTSD. Your data will be used for the purposes of dealing with your enquiry and sending you relevant information about UWTSD. We will not pass your details on to any third party. If you wish to remove yourself from our database or have any further questions, please contact [careers@uwtsd.ac.uk](mailto:careers@uwtsd.ac.uk).

Submit



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## CV OVERVIEW

# NAME NAME NAME

LOCATION | MOBILE | EMAIL ADDRESS

**CAREER PROFILE** This is a brief statement at the top of your CV. If you are looking to change direction or have many years of experience, create a powerful summary to highlight your accomplishments and skills. Show the employer, at a glance, why you're qualified for the job, what you're interested in, and where you want to go. Avoid repeating details that will be covered later; focus on the highlights. Tailor it to each job application to ensure your CV is aligned with the role.

## EDUCATION

**YEAR-YEAR COURSE TITLE - GRADE (MOST RECENT FIRST)**  
INSTITUTION

Outline the key modules studied and knowledge gained. You may also wish to include any relevant projects, placements, dissertations, or extracurricular achievements that demonstrate your skills or interest in the subject.

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## WORK HISTORY / VOLUNTEER HISTORY (THESE SHOULD BE TWO DIFFERENT SECTIONS)

**YEAR-YEAR JOB TITLE - COMPANY NAME (MOST RECENT FIRST)**

Use this section to describe your roles and responsibilities, training undertaken, and the transferable skills gained. Focus on achievements and the impact of your work. Include both paid and relevant voluntary work, but place them in separate sections if applicable. Be descriptive.

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## ADDITIONAL SKILLS/ACHIEVEMENTS

**Skills and Qualifications:** Highlight relevant qualifications and experience. Avoid including hobbies and passions unless they are directly relevant to the role or requested by the employer. Descriptive words like "ambitious," "conscientious," and "hardworking" should be demonstrated through your achievements and responsibilities rather than explicitly stated.

### Consider including:

- **Languages Spoken:** List all the languages you speak fluently or conversationally.
- **IT Proficiency:** Mention any software programs or IT systems you are proficient in, such as Microsoft Office, Adobe Suite, or any industry-specific software.
- **Driving Capability:** Indicate whether you have a valid driver's license and any other relevant driving certifications.
- **Additional Courses:** Include any courses you have completed, such as First Aid, Health & Safety, CPR, or other relevant training, even if the certifications have expired.
- **Relevant Qualifications:** List any other qualifications that support your application, such as vocational training, professional certifications, or technical skills.

### Additional Tips to Strengthen Your CV

- **Master CV:** Maintain a 'master' CV that you update throughout your career. You should always have a record of ALL of your achievements.
- **Modify Your CV:** Customise your CV for every job you apply for to align it with the specific role and employer's needs. It is normal to have multiple 'active' CV's.
- **Keep It Concise:** Your CV should be a maximum of two pages.
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# SKILL GAPS



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## WORKING ON YOUR SKILLS GAPS

**You could work on improving your:**

- Work experience
- Digital skills
- Transferable skills
- People skills - for example, through volunteering
- Courses/Training
- Communication or number skills
- Interview skills



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# IDENTIFYING SKILL GAPS



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A **skill gap** refers to the difference between the skills you currently have and the skills that are needed for a particular job. It shows where you may be lacking experience or knowledge compared to what the employer is looking for.

For example, if a job requires you to know how to use a certain programme (like Excel or PowerPoint), and your CV doesn't show any experience with that programme, that would be a skill gap.

It's important to be aware of skill gaps because employers often look for candidates who already have the right skills for the job. If you have a skill gap, you can either learn the missing skills or explain how your current abilities can still help you perform well in the role.



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# JOB APPLICATIONS



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# ***What is a Person Specification?***



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## Understanding a Person Specification

A person specification is a document that outlines the skills, qualifications, experience, and personal qualities an employer is looking for in a candidate for a specific role.

It helps you understand what the employer values most and allows you to match your own skills and experience to the job requirements when applying.



## **Spotting Your Skill Gaps** - *Compare Yourself to the Person Specification*

Read each requirement carefully.

Ask yourself: “*Do I already have this skill or experience?*”

If not, think about **how you could develop it**.

### **Examples for travel and tourism roles:**

- **Experience of organising events or activities** → *I can work in relevant roles when at university*
- **Communication with clients** → *I can practice through volunteering or work experience.*
- **Good IT skills** → *I can work on my digital skills at university and take a course.*
- **First Aid** → *I can take a certified First Aid course.*



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#### **Job Advert – Events Coordinator**

**Position:** Events Coordinator

**Location:** Cardiff

**Contract:** Full-Time, Permanent

**Salary:** Starting from £29,500 per annum (dependent on experience)

#### **About the Role**

We are seeking a highly organised and customer-focused Events Coordinator to join our team at a busy hotel in Cardiff. This is an exciting opportunity to play a key role in delivering high-quality events and experiences for a wide range of guests, including corporate clients, private functions and special occasions. You will be responsible for planning, coordinating and delivering events from initial enquiry through to completion, ensuring exceptional service at every stage.

#### **Key Responsibilities**

- Plan, organise and deliver a diverse calendar of events
- Act as the main point of contact for clients, ensuring excellent customer service
- Coordinate all event logistics including catering, room set-up and suppliers
- Work closely with internal teams to ensure smooth event delivery
- Manage multiple events simultaneously, meeting deadlines and budgets
- Monitor and evaluate event success through feedback
- Ensure all events comply with health and safety regulations

#### **What We Offer**

- Supportive and inclusive working environment
- Ongoing training and development opportunities
- Career progression within hospitality and events
- Staff discounts and benefits



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## **Person Specification – Events Coordinator**

### **ESSENTIAL CRITERIA**

#### **Qualifications & Experience**

- Experience in event coordination, hospitality or a customer-facing role
- Experience of organising events or activities
- Experience of working in a fast-paced environment

#### **Skills & Knowledge**

- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- High level of customer service skills
- Good IT skills, including Microsoft Office (Word, Excel, Outlook)
- Ability to manage multiple tasks and prioritise effectively
- Understanding of health and safety requirements within events

#### **Additional Requirements**

- Full UK driving licence and access to a vehicle (must be able to travel locally as required)
- Willingness to work evenings, weekends and bank holidays
- Ability to successfully complete a DBS check prior to employment
- Right to work in the UK

#### **Personal Attributes**

- Professional and approachable manner
- Strong attention to detail
- Flexible and adaptable



---

## **DESIRABLE CRITERIA**

### **Qualifications & Experience**

- Qualification in Events Management, Hospitality or a related field
- Experience working within a hotel or events venue
- Experience managing event budgets

### **Skills & Knowledge**

- Experience using event booking systems or CRM software
- Knowledge of the Cardiff hospitality or events sector
- Experience promoting events through marketing or social media

### **Personal Attributes**

- Creative approach to event planning
- Strong problem-solving skills
- Ability to use feedback to improve services



### Shortlisting Scoring Matrix (For Teaching Use)

| Criteria                            | Essential/Desirable Score (0–2) | Notes                          |
|-------------------------------------|---------------------------------|--------------------------------|
| Relevant experience                 | Essential                       | 0 = None, 1 = Some, 2 = Strong |
| Event coordination experience       | Essential                       | 0–2                            |
| Communication skills                | Essential                       | 0–2                            |
| Organisational skills               | Essential                       | 0–2                            |
| IT skills (Microsoft Office)        | Essential                       | 0–2                            |
| Driving licence & access to vehicle | Essential                       | Pass/Fail                      |
| Willing to work flexible hours      | Essential                       | Pass/Fail                      |
| DBS check acceptable                | Essential                       | Pass/Fail                      |
| Relevant qualification              | Desirable                       | 0–2                            |
| Hotel/events venue experience       | Desirable                       | 0–2                            |
| CRM or booking systems              | Desirable                       | 0–2                            |
| Knowledge of local sector           | Desirable                       | 0–2                            |

#### Scoring Guidance:

- 0 = No evidence
- 1 = Some evidence
- 2 = Clear, strong evidence

#### Shortlisting Tip for Students:

Candidates must meet all **essential “pass/fail” criteria** to be considered. Higher scores in other areas increase chances of interview.



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# DISCUSS

# Useful Resources

University Careers Service website

My Career platform

Prospects – [www.prospects.ac.uk](http://www.prospects.ac.uk)

TargetJobs

LinkedIn Learning



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**THANK YOU!**