

Career Planning information for Personal Tutors, Module Leads, Programme Directors and Pastoral Mentors

We would appreciate your support in signposting taught students to the Career Zone to access the support they need to achieve their career ambitions. This sets out the portfolio of activity that the Career Zone delivers against the [Career Planning Model](#) (Reflect, Explore, Focus, Act). The [Career Zones](#) at Penryn and Streatham are the key referral points to explain, triage and book most activities listed here. There are also many ways you can help us to help your students which are suggested in the table over the following pages.

What else can you do?

- Encourage your students to activate their Handshake account.
- Encourage your students to subscribe to the [Career Zone podcast](#).
- Encourage students to read emails from the Career Zone and open our newsletters.
- Information about student voice, student representation and Student Voice Action Plans can be found on the [Student Voice Sharepoint](#).

Key contacts:

- For queries related to delivery within your Department, please contact the SEAS Faculty Leads – [Anna Brooking](#), [Ciaran Stocker-Diver](#), [Kate Stockman](#).
- For queries related to Careers advice, guidance and skills and programmes please contact [Dr Dawn Lees](#) (D.Lees@exeter.ac.uk).
- For Employer related activity please contact [Steve Wallers](#) (S.Wallers@exeter.ac.uk).
- For information about Career Registration data, Graduate Outcomes data, Handshake or any other platforms, contact [Oli Laity](#) (O.J.laity@exeter.ac.uk).
- For information about Placement Modules, please contact [Rich Daniels](#) (R.D.Daniels@exeter.ac.uk).



Reflect: Values, Strengths, Interests, Traits, Ambitions and Skills

Information

Facts or details that help someone understand their options.

Career Zone support:

- The Career Zones at Penryn and Streatham are the key referral points to explain, triage and book most activities listed here.
- Create Your Future – Skills to Thrive.
- Regular Career Zone drop-ins on information topics.

What you can do:

- Attend the Create Your Future (CYF) Year 1 session to support students – email X to express your interest.
- Encourage your students to attend their CYF timetabled sessions.
- Encourage students to revisit the Action Plans in CYF and complete the online learning element.
- Encourage your students to subscribe (and listen to!) to the Career Zone podcast.
- Encourage your students to regularly contact or visit their Career Zone for any questions they might have.
- Encourage our students to follow our social channels: Instagram | LinkedIn | TikTok – for regular, informal updates on all-Career Zone activity.

Advice

Suggestions of specific courses of action based on the individuals' circumstances.

Career Zone support:

Skills sessions –personal and professional development sessions, including Time and Stress Management, Problem Solving and Persuading, Influencing and Negotiating Skills etc.

What you can do:

Signpost to skills sessions within your module delivery and tutorials.

Guidance

In depth, impartial support to help an individual make informed decisions about their choices from a qualified careers guidance practitioner.

Career Zone support:

- Guidance sessions timetabled in the curriculum, these sessions are organised in conjunction with the SEAS Faculty Lead.
- Faculty-wide extra-curricular careers guidance sessions.
- Extra curricular guidance sessions, bookable on Handshake. Topics include:
 - Get started thinking about careers
 - Discover your why
 - Discover your strengths
- 1-1 careers guidance appointments with qualified Careers Consultants. Bookable via the Career Zone.
- Creating Career Confidence programme for students with disabilities.
- 1-1 careers guidance for WP students.
- Sessions for International Students.
- Profiling for Success to develop your understanding of your skills, values, strengths and motivations, to help make career decisions.

What you can do:

Encourage your students who are neurodiverse, have mental health issues or physical disabilities to attend the Creating Career Confidence sessions.



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Explore: Occupational Research, Industry Trends, Career Options Beyond Degrees

Information

Facts or details that help someone understand their options.

Advice

Suggestions of specific courses of action based on the individuals' circumstances.

Guidance

In depth, impartial support to help an individual make informed decisions about their choices from a qualified careers guidance practitioner.

Career Zone support:

- [Sector webpages](#)
- [Choosing postgraduate study](#)
- [Careers Fairs](#)
- [Exploring options beyond your degree](#)
- Employer Events in [Exeter](#) and [Penryn](#)
- Researching Organisations [LibGuides](#)
- [Career Mentor Scheme](#)
- [Ask an Alum](#)
- [Green Consultants](#)
- [Aspiring Teachers](#)
- [The Exeter Award](#)
- [The Exeter Leaders Award](#)
- [Professional Pathways](#)
- Alumni panels & Q&A sessions.
- Specialist Weeks including: Creative Careers Week, Global Entrepreneurship Week and SDG Teach-In

What you can do:

- Encourage your students to activate their [Handshake](#) account.
- Invite [alumni](#)/industry guests in to teaching sessions. (Alumni via [Global Advancement](#) (Alumni) team)
- Consider employing a Student Campus Partner ([SCP](#)) as a research intern or in any other role.
- Have conversations with your students about their work experience and the skills they developed from this.
- Embed real-life projects/ work-place simulations into your curriculum.

Career Zone support:

- Gaining work experience session.
- XING business games to explore ideation, how organisations work, and be creative .

Career Zone support:

- Guidance sessions covering topics including:
 - Get started thinking about careers
 - Exploring options beyond a degree in X
 - Research your career options.
 - Choosing a Masters – is it right for you
 - Choosing a PhD – is it right for you?

Sessions are delivered throughout the term and are bookable via [Handshake](#).



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Focus: Decision Making, Goal Setting, Action Planning and Work Experience

Advice

Suggestions of specific courses of action based on the individuals' circumstances.

Guidance

In depth, impartial support to help an individual make informed decisions about their choices from a qualified careers guidance practitioner.

Career Zone support

- Create Your Future Action Planning.
- Workshops support students in narrowing down ideas and learn from their network including: Prepare for the Careers Fair; Networking Essentials; LinkedIn Essentials and Finding a job or work experience. Book via Handshake.
- Workshops support students developing their 'focus' skills, including: Assertiveness and Understanding Behaviour; Persuading, Influencing and Negotiating and Strategic Thinking. Book via Handshake.
- Work Experience via Career Zone including: SCP, A2I and GBP
- Future Leaders and Innovators Graduate Scheme.
- Professional Pathways
 - Pathways to Arts, Culture and Heritage
 - Pathways to Scientific Laboratories (tbc 2026)
 - Pathways to Professional Services
 - Pathways to Charity and Development
 - Pathways to Marketing
- Placement modules
- Global Leaders.
- Volunteering opportunities at Exeter and Penryn.

Career Zone support:

- 1-1 career guidance appointment with qualified Careers Consultants. Bookable via the Career Zone.

What you can do:

- Revisit Create Your Future action plan in tutorials and encourage students to keep it up to date.
- Research and promote the placement module options available to your students.



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Act: Gaining Experience, Connecting with Employers, Job Search and Applications.

Information

Facts or details that help someone understand their options.

Career Zone support:

- [Careers Fairs](#)
- Jobs search sites.
- [Handshake](#) – job listings
- [GoingGlobal](#) and [Student Circus](#) for [work opportunities outside the UK](#)

Advice

Suggestions of specific courses of action based on the individuals' circumstances.

Career Zone support:

- Advice sessions:
 - Writing an effective Cover Letter:
 - Writing a Successful CV,
 - Effective Application Forms
 - Interview Techniques.
 - Psychometric testing

Sessions are delivered throughout the term and are bookable via [Handshake](#).

- 1-1 Advice support for CVs, Applications, Interviews and Psychometric testing. Students can book via the Career Zone.

What you can do:

For some specialist areas, particularly where you have industry experience, you may feel comfortable commenting on a student's CV or application. Please do also refer to the Career Zone for support too.

Guidance

In depth, impartial support to help an individual make informed decisions about their choices from a qualified careers guidance practitioner.

Career Zone support:

- Careers Guidance sessions:
 - Re-energise your job search
 - Disclosing a disability sessions

Sessions are delivered throughout the term and are bookable via [Handshake](#).



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Secured / Alumni

Information

Facts or details that help someone understand their options.

Advice

Suggestions of specific courses of action based on the individuals' circumstances.

Guidance

In depth, impartial support to help an individual make informed decisions about their choices from a qualified careers guidance practitioner.

What you can do:

Invite alumni in to teaching sessions and programme reviews. (All contacts with alumni should be made via the Global Advancement team).

Career Zone support

The following Advice sessions are open to alumni:

- Writing a Successful CV,
- Effective Application Forms
- Interview Techniques.

Sessions are delivered throughout the term and are bookable via Handshake.

Career Zone support

- Careers support for graduates
- Guidance sessions run four times a year (July/ Sept/ Winter Graduation/ Spring).

What you can do:

Remind graduating students that they will be able to access limited support from the Career Zone for up to three years after they have graduated.



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