



# Careers Service Annual Report

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2011/2012

**Gordon Chesterman - Director**

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## **ANNUAL REPORT 2011 – 2012**

*The Careers Service Syndicate begs leave to present to the Council their report for  
2011 - 2012*

### **Foreword**

There were not many weeks over the last year when our team was not considering some new initiative, directive, learned-report or startling set of statistics surrounding careers, employability or the 'value of an education'. These have been presented to us by Government agencies, the Research Councils, the national press, or employer and student interest groups. Added to this, the UK and global economies show few signs of picking-up, graduate level vacancies remain depressed and funding across the Higher Education sector to fund PhDs or academic careers remains tight.

Over the last year, the shape of our Service continued to evolve to meet the changing needs of our student users, the University and employers. Many new activities have been introduced to support our international students, who have fewer chances to remain in the UK to work, a growing number of PhD students looking to work outside academia, and first year students using our Service, whilst also identifying and approaching final year students who might not have given sufficient thought to their future after Cambridge.

Fortunately for the students and researchers we serve, we face these new demands from a position of strength. We have contributed more to assorted senior committees to inform the University's relevant policy decisions. This closer involvement has been well facilitated by the Head of Educational and Student Policy, and we are grateful for the full support we have received from academics and administrators in the Schools, Departments and Colleges. We have worked closely on an operational level with many more non-academic Departments across the University, such as the International Office, the new Student Registry and Educational and Student Policy, the Cambridge Alumni Relations Office, the Development Office, the Admissions Office and all other student support Departments. The Careers Service maintains our strategic commitment to the provision of individual guidance, balancing our resources and determining our plans accordingly. Our finances are sound, and our team has the energy and commitment to take on every new challenge.

To illustrate the changes to our Service over the last year or two, this Report highlights those new activities we have initiated ourselves or delivered by working collaboratively with other Departments.

Gordon Chesterman

Director

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## **Summary of our core activities over the last year**

Before highlighting our new activities in the remainder of this report, a summary of our core activities follows. Student engagement with the Service remains high: 85% of final year undergraduates will have used us at some point during their studies at Cambridge. Postgraduate use of the Service has increased to 56% of all postgraduates and over 2,400 postdoctoral research staff are now using the Service, a 50% increase on the previous year's figure of 1,600. 21,500 recent alumni have also voluntarily renewed their registration on our website, tapping into a growing number of opportunities for which employers are seeking some prior relevant work experience. According to the annual High Fliers survey, for which final year students were interviewed at over 20 UK universities, 555 at Cambridge, our engagement rates are amongst the highest for Russell Group universities. This survey also reported, for the third year running, that student levels of satisfaction with their Careers Service were the highest for those at Cambridge – 86% rated our service as 'excellent' or 'good'.

Personal careers guidance interviews, not dissimilar to 'supervisions', remain the most effective way to help lead a student through their personal career choice decisions, effective applications and then at interview success. At the end of the 2010 – 11 academic year 4,900 guidance interviews were conducted, a 5% increase on the same period the year before. Our ten major careers events attracted 6,700 students with marked increases in attendance levels for our Banking Event to over 1,050 attendees and, Consultancy up to 1,050 from 840. Not surprisingly, with growing awareness of the importance of gaining relevant work experience, the student attendance at our Internships Event increased from 680 in 2010 to nearly 1,000 in 2011. In addition to our main careers events, to help inform students of the less well publicised and often harder to enter career sectors we ran more informal evening 'career panel discussions' inviting a panel of speakers (mainly alumni) to talk on their career and strategies for starting out. These covered careers in TV, teaching, journalism, radio, the Public Sector and Civil Service, advertising, PR, public policy, think tanks and international development work.

By the end of the 2010–11 academic year the Careers Library had been visited 47,400 times, an annual increase of 10% on the previous year. The stock of reference books and other material, much of it available only in hard copy, has been increased to offer more information on funding, careers in research and opportunities abroad. Due to issues surrounding data protection and data security much of our library material remains as hard copy only, until we find practical solutions to prevent our material being broadcast globally.

## Table of website registrations

|                                  | Numbers registered 2009-10 | Numbers registered 2010-11 |
|----------------------------------|----------------------------|----------------------------|
| First year undergraduates        | 1,217 (30% of population)  | 1,398 (37% of population)  |
| Second year undergraduates       | 2,198 (59%)                | 2,589 (69%)                |
| Third/Final year undergraduates  | 2,704 (78%)                | 2,774 (81%)                |
| Fourth/final year undergraduates | 1,023 (80%)                | 1,118 (83%)                |
| Postgraduates all years          | 4,944 (55%)                | 5,010 (56%)                |
| Postdoctoral research staff      | 2,008                      | 2,422                      |
| Alumni                           | 22,519                     | 21,470                     |

## NEW ACTIVITIES AND INITIATIVES

To illustrate the changing nature of the Service's work, this Report concentrates on the new and different things undertaken by the Service, few of which appeared in our Annual Report ten years ago. Most have been implemented and run in conjunction with other Departments or individuals outside the Careers Service, allowing us to deliver so much more without any great increase in headcount or resource.

### 1 Working with Colleges – an example with St Catharine's College

Colleges are generally taking a greater interest and offering their students more support in researching, finding and then securing their chosen career. The Careers Service have been invited in to assist several Colleges introduce a variety of assorted schemes. Our involvement has enabled College officials to save time and has also avoided the danger of simply duplicating what we already offer. This collaborative approach has also helped ensure that students enjoy the advantages of tapping into two, complementary sources of careers support, as opposed to relying on only one source.

To give just one example of this collaborative work, we have been closely involved with the development of careers support on several levels at St Catharine's College. Working with their informally convened 'careers hub', St Catharine's has introduced an alumni contact system known as 'Career Link'. This allows current students to contact college alumni for impartial advice and information on their current occupation, their employer and career trajectory. The St Catharine's 'Career Link' has been founded very closely on the Careers Service's GradLink system, using much of the same wording, categories of employment, search criteria etc. More importantly there are frequent links from the College Career Link system to GradLink and vice-versa, to ensure students benefit from both pools of willing alumni.

Following on from the development of Career Link, the Careers Service have worked closely with the College to introduce a College-funded bursary scheme to support students receiving the University's bursary to undertake unpaid or low paid internships. This bursary scheme is virtually identical to the Careers Service's bursary scheme, using the same terms and conditions, offering the same amount, using the same application form and with the same timescale. Again, each scheme is linked to the other on the two websites, helping to prevent students from missing either opportunity.

The St Catharine's Careers Hub then hosted a Careers Evening (13th March 2012) which was attended by 20 College alumni and up to 50 students. In planning this Careers Event, the Careers Service offered advice on the format, areas to be covered and the structure and style of the evening, so as to bring maximum value to the students. The programme included a brief talk by the Careers Service on making the most of the Service to supplement what is available in College.

In pulling together these three strands (Career Link, the internship bursaries and Careers Evening) and to ensure maximum student take-up, the Careers Service has contributed to a small publication called *Careers at St Catharine's* being made available to all students. This booklet promotes the College's offerings in detail, but also points students towards the Careers Service, so that they can utilize both sources of support.

The Careers Service is willing to offer advice to other Colleges in developing their own careers-related activities, such as alumni networks, work experience bursaries, careers events, skills sessions or guidance to individual students.

## **2 Supporting our PhD students**

A larger proportion of PhD students, across all subjects, are seeking and securing opportunities outside academic research careers. For example, in just three years the number of PhD students voluntarily choosing to attend our Banking and Management Consultancy Careers Events has increased from 514 to 789. The number of Postgraduate students using the Service overall has increased by nearly 1,000 in two years, up from 4,048 in 2010 to 5,010 by April 2012. The work of the Service has therefore had to accommodate this increase in demand and their changing career interests.

Immediately before the start of the Michaelmas term we ran an intensive programme of 12 sessions delivered by visiting employers, which was specifically for PhD students. Titles of these sessions included 'Should I postdoc or not?', 'Careers in the pharmaceutical sector', 'Business Consulting', 'Moving on from research – career options for Life Scientists' and 'Quant roles in Investment Banking'. Over 420 research students signed-up and attended one or more of these sessions.

'Finishing Up and Moving On' (FUMO) is a regular one-day event for final year PhD students in the Schools of Technology and Physical Sciences, and is usually attended by around 25 participants. The programme was initially devised, and

introduced at Cambridge, by the Personal and Professional Development Transferable Skills Coordinator. The day is a mixture of formal input, practical exercises including teambuilding, leadership, careers planning and time management (the 'FUMO Crunch'). This provides students with knowledge of Cambridge procedures for submitting their dissertations as well as a mock viva session, so that they can submit their dissertations and move on to a future career, whether in research or beyond. The Careers Service has introduced contributors from industry, and most recently held a pre-course session for all participants shortly before our Cam Connect Careers Event, during which participants were advised on how to make the most of possible meetings with any of the 35 employers attending. By combining their expertise, Personal & Professional Development (PPD) and the Careers Service, have produced a workshop which is highly valued by all who attend.

Another example of our collaboration with the Graduate Development Programme and School of Arts and Humanities to provide new, additional support for our postgraduate research students and postdoctoral staff was the careers day we ran for the Schools of Arts & Humanities and Humanities and Social Sciences in Peterhouse on 7<sup>th</sup> March. 95 delegates attended to hear and then meet a succession of external speakers describe their PhD research and subsequent careers in Government, Publishing, Social Research, Law, Finance, Think Tanks, and senior administration in Higher Education. 80% of the attendees rated the day as 'good' or 'very good' and their feedback included the comments, '*Taking time out of my research to think constructively about the next steps was really beneficial*', '*The day provided details of options not previously considered*' and '*It has really opened my mind to the alternatives and the decision making process in terms of what to go for and when*'.

### **3 Reaching-out to Non-users.**

Although over 85% of undergraduates will have used the Careers Service in some way before they graduate (one of the highest proportions amongst the Russell Group universities), this still leaves over 400 final year students who haven't. This could be for a variety of very sound reasons: they could be tied to a sponsoring company or family business, resuming a prior career or have made the decision to focus solely on their studies. Or, their lack of engagement could be for less sound reasons: a fear of the future, a belief that we would not be able to help or that they simply didn't know about us.

Upon analysing the student attendance figures at several major recruitment events for Michaelmas it became apparent that numbers of those studying Arts & Humanities were disproportionately lower than other disciplines. In these subject areas, the unemployment levels for previous years happen to be above the average for Cambridge. Consequently, in Lent, the Careers Service undertook an initiative with the penultimate year students in History and Philosophy to proactively engage them in career activities relevant to that part of the academic year. The exercise was

to assess whether this made a difference with a group of students who could still experience significant career benefits during the remainder of their studies.

Introductory lectures in both departments were followed by three afternoons of guidance interviews in the department; this was supplemented with targeted vacancy information and email correspondence, and with two further workshops in the Easter term for those students before they left for the summer vacation.

Anecdotally the response to the lecture series has been encouraging with the following feedback: *'I really enjoyed your lecture and thought it was very useful', 'I now feel more confident about the whole application process', 'I had been pretty lazy sorting things out but have already applied to a couple of positions following the careers lecture'*

Since the initiative started at the beginning of February we have seen an encouraging surge of interest in the Careers Service, especially those consulting the Vacation Opportunities system, where activity amongst the target groups doubled. In one case the audience for an advert for a paid internship was made up of 75% penultimate year History students.

The initiative continues and we will review the activities of the two target groups over time and draw lessons for continuing similar activities with those disciplines and perhaps extend it to others. The results of these activities will be known through analysis of the Destination of Leavers survey in 2013 and 2014.

#### **4 Supporting the University's commitment to widening participation.**

Although the Careers Service's chief responsibility is to support all those leaving Cambridge, we have also supported the University's work on the admissions side and with those considering applying to Cambridge. The 'value of a degree' is being put under greater scrutiny, the University strives to fulfil its Access Agreement with the Office of Fair Access and high levels of graduate unemployment nationally have all added more of the careers element into the admissions equation. Members of the Careers Service team have attended and given talks at the Oxbridge Admissions events held around the UK, we supported CUSU by giving careers talks during their three separate student shadowing weeks, we opened our doors to prospective students during the Cambridge open days and we are preparing career destination information for each undergraduate course, as required by HEFCE, known as the 'Key Information Sets'.

Another highly rewarding activity has been our contribution to the Admissions Office's Taster Days for Children In (or previously in) Care attended by 11-17 year olds. These days included highly interactive sessions on the career possibilities after Cambridge which helped raise the aspirations of young people in care by illuminating the range of attainable opportunities after graduation.

Our major contribution in support of the University's Access agreement has been to triple the number of £500 bursaries available to students to undertake low paid or



unpaid internships during their summer vacation. The Newton Trust, the University and our key employers have contributed equal amounts and now fund 60 bursaries per year. The need to undertake relevant work experience to secure employment after graduation is becoming a prerequisite in some sectors. Many of these placements are unpaid, often contrary to the minimum wage legislation, and therefore out-of-reach for students unable to afford the expense of working without a commensurate income. The Internship Bursary scheme will allow many more students to experience these otherwise inaccessible placements. This scheme was the first in the UK, introduced six years ago, and after close analysis of all participants it has made a difference, as none of the beneficiaries are unemployed.

Examples of these activities supporting the University's commitment to social mobility were presented to the Independent Review on Social Mobility and Child Poverty, chaired by the Rt Hon Alan Milburn MP

## **5 Supporting our Postdoctoral research staff**

From a standing start five years ago, our dedicated service to the University's postdoctoral research staff has become a major element of our work. 2,422 postdocs are now engaged with the Careers Service, compared to 2,008 a year ago. Postdocs across all Schools can now benefit from our service and some additional University partner institutions have also contracted in to the service for their postdocs. In addition to one-to-one careers guidance interviews, our dedicated postdoc team have offered specialised events. These events are either to support postdocs wishing to remain in academia or looking to move elsewhere. Titles include 'Combining working in academia with being a parent', 'Making Cambridge work for your career', 'Moving on from research', 'Academic interview skills', 'CVs and cover letters for non-academic roles.' These events offered ample opportunities to meet representatives from industry, research and academia. We were particularly excited to cover the global academic job market in 13 countries with the event 'Long Term Academic Careers' which included video links with former postdocs working as established academics around the world. The funding for this service is now on a more stable, albeit reduced, level for the coming years. The issue we are likely to face this coming year is meeting further increases in demand from postdoctoral staff with the current level of staff without incurring long waiting lists. Most appointments are booked for an imminent deadline, such as an application closing date or an arranged interview.

## **6 Further support for students with a disability or long term illness**

Our provision for students with a disability or long term illness has developed in the past year. In the summer of 2011, we worked on a project to generate case studies representing successful and positive experiences of the transition to the workplace by disabled graduates. These provide positive role models and motivation for this group of students whose anxiety about the move into the workplace can be far greater than their peers. In the 2010/11 academic year, a series of workshops was initiated, for students with Asperger's Syndrome, in collaboration with Joanna

Hastwell at the Disability Resource Centre. This has been further developed in response to feedback from that pilot and a series of three workshops is now an established part of the Careers Service calendar. This is particularly important as numbers of students with Asperger's Syndrome disclosed to the DRC has more than tripled in the past four years. Our work with students with ASD is now used as an example of best practice, and the National Autistic Society recently piloted their workshop for Careers Advisers working with Asperger's/Autism with our service for this reason. Currently, when a student discloses to the University on application this is not shared with the Careers Service. We have liaised with the DRC to facilitate the sharing of such information (with the relevant permissions) about new students joining the University and the nature of their disabilities. This knowledge will help us to develop our service further e.g. we will know a particular client needs a ground floor meeting room or large print materials for workshops in advance without them having to disclose repeatedly. We will also use this information to encourage early engagement with the Careers Service and, to a certain extent, tailor information they may need e.g. careers opportunities for students with specific kinds of disability. Many students with a disability reach their final year without having accessed the necessary support to get vacation work experiences or internships and so are further disadvantaged in the competition for jobs. In time we will then follow them into the workplace and they may become the role models for future students.

## **7 More engagement with organisations looking further than just recruiting.**

Traditionally our main contact with external organisations has been to assist them in promoting their organisation to Cambridge students in order to fill their graduate-level opportunities. Last year, we promoted opportunities (including vacation work) with 7,480 organisations on our website, an increase of 15% on the year before. Over the last two or three years, our relationship with several larger organisations has extended beyond assisting them fill their vacancies. They have approached us seeking our advice to establish and offer sponsorship packages or bursaries to individual students, to reach the academic community at Cambridge for research-led solutions or to offer awards and funding for research-led activities. Our many links with academic Departments have allowed us to help facilitate a swift and appropriate response, acting as their 'personal shopper' and arranging timely introductions with the right people.

The Careers Service Supporters' Club provides us with our strongest and most fruitful links with a variety of employers across most major recruiting sectors. The Careers Service Supporters' Club has 120 members. We welcome new members Bloomberg, FDM Group and Colgate Palmolive (UK) Limited. Income from the Supporters' Club makes a very important contribution to the work of the Service by funding five members of staff as well as equipment and additional training. The

Supporters' Club also funds our 'Public Interest Bursary', unique in the UK, providing 20 of the 60 Cambridge undergraduate students with £500 each to undertake unpaid (or low paid) vacation work experience in charities, 'public interest' and development organisations. Our annual meetings with members provide a source of feedback on Cambridge students' performance at application and interviews, which we use to help shape our service and advice to students.

## **8 Recognising the importance of internships**

The majority of employers appreciate and value relevant work experience when hiring permanent graduate-level staff. A rapidly-growing proportion of employers now expect to see that applicants have some evidence of prior relevant work experience. Over half of the UK's 100 largest employers who participated in the High Fliers Graduate Market in 2012 survey declared that they were unlikely to even interview any applicant who did not already have some form of relevant experience on their CV. This experience could have been gained through term-time work placements, an opportunity offered to most students studying at universities elsewhere as part of their academic studies. With one or two exceptions (notably the Department of Engineering), work-based learning is not universally available to all Cambridge students, credits are not offered towards a student's final degree grade and there is no compulsion or incentive for our students to gain relevant work experience outside academia.

The Careers Service is therefore the University's main agent providing the necessary information and advice to our penultimate year students to find and then secure relevant vacation work experience, whatever employment sector they are contemplating. Our Internships Event, held late in Michaelmas term is now attended by over 40 employers and visited by 950 students, which is nearly a threefold increase in student attendance since 2008. Our website carries over 800 vacation work opportunities. Most of the activity surrounding internships is with large organisations in the finance, banking, legal, engineering and manufacturing sectors. However, a greater proportion of our students are looking to join the not-for-profit, development, charitable, media and publishing sectors where paid vacation opportunities are few. To counter this, our team has been actively pursuing organisations across these sectors to identify suitable opportunities. One additional source of opportunities came via the Cambridge Alumni Relations Office, after they kindly approached alumni on our behalf and compiled a long list of alumni willing to assist our current students. This led to a number of encouraging developments including a Publishing entrepreneur, who has launched an internship scheme for ethnic minorities, speaking at one of our events. More are likely to follow.

The value of alumni relations was illustrated when the Rt Hon Andrew Mitchell MP, Secretary of State for International Development, agreed to launch the new DFID graduate development programme here at Cambridge, speaking to an audience of 240 students at our 'Work to Change the World' careers event. This scheme offers 30 paid one year internship places. Other internship opportunities in these difficult-to-enter sectors include 10 – 15 based in Geneva (working with global health organisations such as the World Health Organisation, Global Alliance and UNAids) and 10 – 15 opportunities working on real projects with the United Nations Environment Programme - World Conservation Monitoring Centre in Cambridge

(UNEP-WCMC). For these Cambridge-based internships we are most grateful to those Colleges who have generously offered free accommodation over the summer to participating students.

The need for work experience, whether gained through unpaid, informal shadowing or through well-structured 8-12 week internships, now extends to our postgraduate population too. Several Research Councils are either recommending or, in the case of the BBSRC, making it mandatory, that all their funded research students undertake some form of placement outside academic research during their three year studentship. The Careers Service, working with colleagues on the Graduate Development Programme in PPD, are now scoping the size of this new requirement and will be making recommendations on how we can best provide our PhD research students with the necessary advice, information and support to secure appropriate internships. If it becomes a requirement over the coming years that all postgraduate students undertake an internship outside academia (but still allied to their research) once during their three year studentship, the University will need to find over 1,000 suitable placements per year.

## **9 Supporting our International Students**

Since 1999 until this year, international students on a student visa have been permitted to work full-time in vacation periods during their studies and more recently, under the Post Study Work (PSW) visa, to work for two years after graduation in the UK. The opportunity to work during vacations has been particularly valuable for those hoping to work in the finance, consultancy and legal sectors after graduation, as graduate recruiters in these sectors often use vacation internship programmes as routes into their graduate programmes. The PSW visa option then opened up a range of employment opportunities to international graduates, based on merit. This has included jobs in charities and other not for profit organisations (including think tanks, fixed term academic research, and museums), and SMEs (including biotechnology, software development, and social enterprise). This opening up of possibilities had enabled the Careers Service to promote employers and the jobs they offer to the whole student cohort in an inclusive way that was based on merit and personal student choice rather than nationality.

Since 2010 the Government has been reviewing the immigration system, implemented numerous significant changes and announced the withdrawal of the PSW visa from 5<sup>th</sup> April 2012. Although they have potentially made it easier for an employer to sponsor an international graduate for a Tier 2 visa provided they are switching from a student visa in the UK and being offered a salary of at least £20,000, this is still a bureaucratic process with a price tag and a degree of uncertainty. This is increased by the decision to break the automatic link between time spent on a Tier 2 visa and the entitlement to apply for settlement in the UK. These changes are creating a lot of uncertainty and confusion amongst employers and international students. Students' frustration is compounded by a recent Employment Appeals Tribunal, where a case of discrimination brought by an

international student against an employer, who was unwilling to accept applications from students requiring a work permit, was upheld. Some employers are now refusing to say whether they are willing to recruit international applicants or not, yet still accepting applications but taking them no further. This is a huge waste of international students' time – researching employers and making applications which aren't even read. It is already clear from the reactions we have had from current and newly arrived students in Cambridge that they know the spirit as well as the letter of their immigration status in the UK has changed. They are very aware of being valued for their financial input and, although appreciative of the quality of education they get in return, they also see that they could be short-changed in comparison to EEA students in terms of their employability and employment options. This year's cohort is likely to return home in a less than an ambassadorial frame of mind.

Careers Service staff have felt this anxiety and confusion of our international students on a daily basis, especially those on a one-year Master's course. International students have always been heavy users of the Careers Service (for example, 65% of our 'Quick Query' appointments with Careers Advisers in the first month of this Michaelmas term were taken by non-EU students). With fewer opportunities for them in the UK, they will expect more support in finding and securing opportunities in their home countries (spread across the Americas, Africa, Asia, Australasia and Africa). We have already seen a significant increase in requests for clarification of visa changes. This includes the new Tier 1 (Graduate Entrepreneur) category, which is hopefully but misleadingly seen by some anxious international students as a route they can successfully access. This visa will have strict eligibility criteria and very limited application, for example a maximum of 10 graduate visas per HEI. Furthermore, new restrictions on time spent studying at degree and postgraduate level in the UK are causing concern for students and alumni considering further study and professional qualifications. They are also concerned about recruiters' attitudes towards these, and are enquiring how we will support them in their job search outside the UK. Furthermore, employers large and small are confused and are taking up the Careers Service time seeking our advice. We are not qualified lawyers. If the Service fails to find employment opportunities for our international students, this will have a marked impact on Cambridge's position in assorted league tables from 2014. Employability is used as a measure and the employment destinations of our international students could be included in the HESA statistics from 2014, if the current two year trial proves successful.

Without additional resources or headcount, the Careers Service has therefore had to re-adjust priorities to meet the justified demands of our international students. Some of the ways we have tailored our support to our international students are:-

- Collaborating with the Oxford, Imperial and LSE Careers Services to host international careers fairs annually in Shanghai, Beijing, Hong Kong and Singapore for returning students. On average 40 recruiting organisations attend each event and last year over 150 Cambridge students attended, twice the number the year before.

- Providing our own online vacancy system which offers the facility for students to request vacancy alerts by region and for the Careers Service to recommend novel vacancies by location to individual nationalities. Students can also search our opportunities by using their country as a search word.
- Offering students access to all commercially available, relevant tools to aid with job sourcing internationally. The latest example is “Going Global” at an ongoing cost of over £1,000 pa, covered entirely by our existing budget.
- Delivering bi-annual briefings to international students on changes to the legislation regarding the right to live and work in the UK after graduating. These are advertised to all our international students and are recorded as podcasts for those who can’t attend (around 150 students attend each session, with an average of 400 podcast downloads per year subsequently). We also participate in the international students induction days just before the start of each academic year.
- Maintaining a detailed set of dedicated webpages on the Careers Service website with the latest information on visa issues, plus many links to additional sources of help including Cambridge’s International Student Team, UKBA and UKCISA.
- We have begun to work more closely with the Cambridge Alumni Relations Office to identify opportunities internationally. Although still in the early stages, we have had several notable successes identifying opportunities abroad which we would never otherwise have found.
- Promoting relevant, internationally-focussed student societies to local employers in their home country. Also providing those societies with sponsorship to support their activities and heightened awareness amongst their members of employment opportunities with their sponsors.
- Where appropriate, offering commercial third parties access to country-specific cohorts of international students. We work with several Chinese-focussed agencies and one for the Middle East (established by an alum from the Judge Business School)
- Offering International Careers Adviser secondments to Cambridge. For the last two years we have arranged for a Careers Adviser from MIT to spend a week with us during term to meet with US nationals returning home offering both lectures and one to one guidance.

#### **THE CAREERS SERVICE SYNDICATE and EXECUTIVE COMMITTEE**

The effective management of the Service is monitored by the Executive Committee, whose membership is drawn from the Careers Service Syndicate, and is chaired by Prof David Yates, Warden of Robinson College as the Vice Chancellor’s representative. This Committee provides necessary checks and balances on the performance of the Service against several measures (including financial) that the Executive Committee and other University bodies set the Service each year. Drs Jochen Runde and David Munday retired from the Syndicate and therefore left the Executive Committee. Their places were taken-up by Dr Sean Butler, Director of

Studies in Law and Fellow of St Edmund's College and Mr Thomas Ridgman, Institute of Manufacturing and Fellow of Wolfson College. Alice Benton, Head of Education and Student Policy, is also a permanent member of the Committee, to help ensure appropriate integration of our activities with University-wide strategies and policies for students and student support.

Minutes of these meetings are available to all Syndicate members. The full list of Syndicate members is given on page 19.

## **STAFF**

Dr Ruth Smith, Careers Adviser, retired from the Service in September 2011 after 28 years' service. Ruth was a dedicated champion of the media, publishing and arts-related sectors but, due to her wealth of experience and knowledge, operated across most careers sectors and took a major part in the management of the Service. In the latter two years of her employment, she worked as Careers Adviser to postdoctoral researchers in the Schools of Arts and Humanities and Humanities and Social Sciences, a new post which she developed with her tireless enthusiasm. To replace Ruth, we welcomed Dr Steve Joy. Steve splits his time between the Careers Service and PPD, a complementary post servicing the University's contract research staff.

Liz Simmonds, Careers Adviser for postdoctoral researchers in the School of Physical Sciences and Technology, returned from maternity leave in January 2012. As Liz returned on a part-time basis, we were able to retain the services of Dr Madelaine Chapman who filled the full-time post in Liz's absence. Madelaine, like Steve, has a complementary post working as Careers Adviser at the London School of Economics and Political Science.

2011 saw three members of staff taking maternity leave. Careers Adviser Ruth Mumby left for a year in September - her post ably filled by Susan Gatell who previously worked as Careers Adviser at the Judge Business School. Assistants Lynn Maguire and Maria Giovanna de Simone left in November 2011 and February 2012 respectively, their posts filled temporarily by Naomi Hilton and Anne Lewis.

Assistant Jean Turney retired after 16 years' service with the University, eight with the Careers Service. Jean's post was filled internally by Sally Cox, who dropped her half-time role as Administrator for the Destinations of Leavers of Higher Education (DLHE) Survey to take up Jean's role.

To assist during peak periods, the Service has benefitted from the temporary services of assistants Elizabeth Pearl and Michelle Herbert, and IT officer Giovanni Travez. Our part-time Careers Advisers also increased their working week to help with high levels of student demand during the Michaelmas term.

The catalogue of changes described throughout this report has kept staff training at all levels a priority for the Service. In addition to attending professional courses both

within and outside the University, staff have benefitted from several in-house sessions - arranged as an opportunity for sharing best practice and knowledge.

No accidents were reported in the last year.

## **DESTINATION DATA**

The annual Destination of Leavers from Higher Education (DLHE) survey managed by the Higher Education Statistics Agency requires us to gain detailed information from over 80% of the departing student population. We achieved 86% for our first degree graduates and met the 80% target overall.

University staff can access the full set of information by registering on our website and visiting [www.careers.cam.ac.uk/dlhe/summary/index.asp](http://www.careers.cam.ac.uk/dlhe/summary/index.asp) where one can see returns for specific courses and types of degree (first degree, MPhil or PhD) and compare data with previous years.

The following comments and observations can be made about the data contained in the following two charts.

- The Office for National Statistics reported in March 2012 that over 20% of recent graduates were unemployed. The figure for Cambridge first degree graduates is 5%. There was a marked increase, of some 200 first-degree graduates, working in permanent employment, with a corresponding drop in those taking up temporary employment or entering further study, compared to last year's data.
- Taking all students who went into paid employment, 24% joined an organisation with fewer than 50 employees and 22% an organisation employing between 50 and 249. In addition to contributing to smaller and hopefully growing companies, a large proportion of Cambridge students are also working locally - 446 (out of the 2,479 who gave their work place postcode in this year's survey) are working within ten miles of the CB1 postcode. The majority, over 900, are working in London.
- From this coming year the University is required to publish average salary data for leavers from each course under the new KIS (Key Information Sets) arrangements. This data will, apparently, aid decisions at the admissions stage. 77% of all respondents provided salary information and the average was £25,000pa. 48 graduates (of 3,670 in employment) were earning less than £10,000 pa. One graduate started on a salary of £155,000 pa.



**Destination of Cambridge Graduates 2011**

|  | First Degree |             |              |              | MPhil      |            |              |              | PhD        |            |              |              | Total       |             |              |              |
|--|--------------|-------------|--------------|--------------|------------|------------|--------------|--------------|------------|------------|--------------|--------------|-------------|-------------|--------------|--------------|
|  | Fem          | Male        | Total        | %            | Fem        | Male       | Total        | %            | Fem        | Male       | Total        | %            | Fem         | Male        | Total        | %            |
| <b>Total graduating Aug 2010 - July 2011</b> | 1593         | 1784        | <b>3377</b>  |              | 696        | 742        | <b>1438</b>  |              | 445        | 648        | <b>1093</b>  |              | 2734        | 3174        | <b>5908</b>  |              |
| Total not replying to enquiries              | 228          | 284         | <b>512</b>   | 15.2%        | 202        | 199        | <b>401</b>   | 27.9%        | 139        | 195        | <b>334</b>   | 30.6%        | 569         | 678         | <b>1247</b>  | 21.1%        |
| <b>Total of known destinations</b>           | <b>1365</b>  | <b>1500</b> | <b>2865</b>  | 84.8%        | 494        | 543        | <b>1037</b>  | 72.1%        | 306        | 453        | <b>759</b>   | 69.4%        | 2165        | 2496        | <b>4661</b>  | 78.9%        |
| These graduates went into                    | Fem          | Male        | <b>Total</b> | %            | Fem        | Male       | <b>Total</b> | %            | Fem        | Male       | <b>Total</b> | %            | Fem         | Male        | <b>Total</b> | %            |
| Permanent Employment                         | 542          | 669         | <b>1211</b>  | 42.3%        | 199        | 261        | <b>460</b>   | 44.4%        | 233        | 375        | <b>608</b>   | 80.1%        | 974         | 1305        | <b>2279</b>  | 48.9%        |
| Temporary Employment                         | 155          | 107         | <b>262</b>   | 9.1%         | 44         | 34         | <b>78</b>    | 7.5%         | 25         | 41         | <b>66</b>    | 8.7%         | 224         | 182         | <b>406</b>   | 8.7%         |
| Voluntary / unpaid work                      | 75           | 48          | <b>123</b>   | 4.3%         | 12         | 12         | <b>24</b>    | 2.3%         | 1          | 3          | <b>4</b>     | 0.5%         | 88          | 63          | <b>151</b>   | 3.2%         |
| <b>Total in Employment</b>                   | <b>772</b>   | <b>824</b>  | <b>1596</b>  | <b>55.7%</b> | <b>255</b> | <b>307</b> | <b>562</b>   | <b>54.2%</b> | <b>259</b> | <b>419</b> | <b>678</b>   | <b>89.3%</b> | <b>1286</b> | <b>1550</b> | <b>2836</b>  | <b>60.8%</b> |
| Study for further degree by research         | 106          | 223         | <b>329</b>   | 11.5%        | 147        | 137        | <b>284</b>   | 27.4%        | 2          |            | <b>2</b>     | 0.3%         | 255         | 360         | <b>615</b>   | 13.2%        |
| Study for further degree by taught course    | 227          | 218         | <b>445</b>   | 15.5%        | 30         | 40         | <b>70</b>    | 6.8%         | 5          | 5          | <b>10</b>    | 1.3%         | 262         | 263         | <b>525</b>   | 11.3%        |
| Further study (legal training)               | 72           | 55          | <b>127</b>   | 4.4%         | 11         | 13         | <b>24</b>    | 2.3%         | 1          | 4          | <b>5</b>     | 0.7%         | 86          | 69          | <b>156</b>   | 3.3%         |
| Further study (teacher training)             | 24           | 15          | <b>39</b>    | 1.4%         |            |            | <b>0</b>     | 0.0%         | 3          | 1          | <b>4</b>     | 0.5%         | 24          | 15          | <b>43</b>    | 0.9%         |
| Other further study (cert and diploma)       | 7            | 5           | <b>12</b>    | 0.4%         | 1          |            | <b>1</b>     | 0.1%         |            |            | <b>0</b>     | 0.0%         | 8           | 5           | <b>13</b>    | 0.3%         |
| Independent study                            | 10           | 7           | <b>17</b>    | 0.6%         | 1          | 3          | <b>4</b>     | 0.4%         |            | 1          | <b>1</b>     | 0.1%         | 11          | 11          | <b>22</b>    | 0.5%         |
| <b>Total entering further study</b>          | <b>446</b>   | <b>523</b>  | <b>969</b>   | <b>33.8%</b> | <b>190</b> | <b>193</b> | <b>383</b>   | <b>36.9%</b> | <b>11</b>  | <b>11</b>  | <b>22</b>    | <b>2.9%</b>  | <b>647</b>  | <b>727</b>  | <b>1374</b>  | <b>29.5%</b> |
| Travel and unavailable for work or study     | 71           | 72          | <b>143</b>   | 5.0%         | 21         | 17         | <b>38</b>    | 3.7%         | 23         | 6          | <b>29</b>    | 3.8%         | 115         | 95          | <b>210</b>   | 4.5%         |
| Still seeking employment or study            | 76           | 81          | <b>157</b>   | 5.5%         | 28         | 26         | <b>54</b>    | 5.2%         | 13         | 17         | <b>30</b>    | 4.0%         | 117         | 124         | <b>241</b>   | 5.2%         |

| Employment categories                               | First degree |                  | MPhil (1)  |                  | PhD        |                  | Total       |                  |
|---|--------------|------------------|------------|------------------|------------|------------------|-------------|------------------|
|   | Number       | % total employed | Number     | % total employed | Number     | % total employed | Number      | % total employed |
| Accountancy and Tax                                 | 47           | 3.5              | 9          | 1.9              | 3          | 0.5              | 59          | 2.4              |
| Actuarial and Insurance                             | 14           | 1.0              | 5          | 1.0              | 2          | 0.3              | 21          | 0.9              |
| Arts and recreation                                 | 50           | 3.7              | 5          | 1.0              | 4          | 0.7              | 59          | 2.4              |
| Banking and Investment                              | 138          | 10.3             | 50         | 10.3             | 10         | 1.6              | 198         | 8.1              |
| Communications Business                             | 28           | 2.1              | 8          | 1.7              | 3          | 0.5              | 39          | 1.6              |
| Health  | 136          | 10.2             | 22         | 4.5              | 28         | 4.6              | 186         | 7.7              |
| IT sector   | 74           | 5.5              | 18         | 3.7              | 26         | 4.2              | 118         | 4.9              |
| Legal sector  | 27           | 2.0              | 10         | 2.1              | 4          | 0.7              | 41          | 1.7              |
| Management Consultancy                              | 80           | 6.0              | 55         | 11.4             | 26         | 4.2              | 161         | 6.6              |
| Manufacturing industry, utilities, power: business  | 38           | 2.8              | 20         | 4.1              | 10         | 1.6              | 68          | 2.8              |
| Manufacturing industry, utilities, power: technical | 76           | 5.7              | 8          | 1.7              | 30         | 4.9              | 114         | 4.7              |
| Other sectors                                       | 188          | 14.1             | 73         | 15.1             | 55         | 9.0              | 316         | 13.0             |
| Other service industries                            | 125          | 9.4              | 35         | 7.2              | 18         | 2.9              | 178         | 7.3              |
| Public Service                                      | 36           | 2.7              | 34         | 7.0              | 13         | 2.1              | 83          | 3.4              |
| Publishing and media                                | 50           | 3.7              | 23         | 4.8              | 8          | 1.3              | 81          | 3.3              |
| Research - science                                  | 35           | 2.6              | 23         | 4.8              | 197        | 32.2             | 255         | 10.5             |
| Research - social science                           | 11           | 0.8              | 30         | 6.2              | 61         | 10.0             | 102         | 4.2              |
| Social, community and charity                       | 83           | 6.2              | 11         | 2.3              | 7          | 1.1              | 101         | 4.2              |
| Teaching  | 98           | 7.3              | 45         | 9.3              | 107        | 17.5             | 250         | 10.3             |
| <b>TOTAL</b>  | <b>1334</b>  | <b>100.0</b>     | <b>484</b> | <b>100.0</b>     | <b>612</b> | <b>100.0</b>     | <b>2430</b> | <b>100.0</b>     |
| <i>of whom in unpaid / voluntary work</i>           | 123          |                  | 24         |                  | 4          |                  | 151         |                  |
| Those in temporary employment                       | 262          |                  | 78         |                  | 66         |                  | 406         |                  |
| <b>TOTAL EMPLOYED</b>                               | <b>1596</b>  |                  | <b>562</b> |                  | <b>678</b> |                  | <b>2836</b> |                  |

Appendix 1

**Members of the Careers Service Supporters' Club**

|                                  |                                   |                               |
|----------------------------------|-----------------------------------|-------------------------------|
| Accenture                        | Goldman Sachs International Ltd   | Legal                         |
| Allen & Overy LLP                | Government of Singapore           | PricewaterhouseCoopers LLP    |
| Analysys Mason                   | Investment Corporation Pte.       | PricewaterhouseCoopers LLP -  |
| Ashurst LLP                      | Ltd (GIC)                         | Consulting                    |
| Baillie Gifford                  | Grant Thornton UK LLP             | Procter & Gamble              |
| Bain & Company, Inc              | Herbert Smith LLP                 | RBC Capital Markets           |
| Bain Capital - Sankaty Advisors  | Hogan Lovells                     | RBS, Global Banking & Markets |
| Baker & McKenzie                 | Holman Fenwick Willan             | Redgate Software              |
| Bank of America Merrill Lynch    | HSBC Global Banking and           | Roland Berger                 |
| Bank of England                  | Markets                           | Rolls-Royce plc               |
| Barclays Capital                 | Jane Street Capital               | Rothschild                    |
| Barclays GRB                     | J.P. Morgan                       | Shearman & Sterling LLP       |
| Berwin Leighton Paisner LLP      | John Swire & Sons Ltd             | Shell International Ltd       |
| Bloomberg                        | Johnson Matthey                   | Simmons & Simmons             |
| BNP Paribas                      | Jones Day                         | SJ Berwin LLP                 |
| Booz & Company                   | Kirkland & Ellis                  | Slaughter and May             |
| Boston Consulting Group (The)    | KPMG                              | Stephenson Harwood            |
| BP plc                           | L.E.K. Consulting LLP             | Sullivan & Cromwell           |
| British Sugar                    | Lazard                            | Taylor Wessing                |
| Bristows                         | Linklaters                        | TeachFirst                    |
| Capgemini UK                     | Lloyd's Register Group            | Tessella plc                  |
| Capital Group Companies          | L'Oreal                           | The Parthenon Group           |
| CHP Consulting                   | Macfarlanes LLP                   | TIM Group                     |
| Citi                             | Macmillan Publishers Ltd          | Travers Smith LLP             |
| Cleary Gottlieb Steen & Hamilton | Macquarie Group                   | UBS                           |
| LLP                              | Man Group                         | Unilever                      |
| Clifford Chance                  | Marakon                           | Value Partners Management     |
| CMS Cameron McKenna              | Mayer Brown International LLP     | Consulting Ltd                |
| Colgate Palmolive (UK) Ltd       | McKinsey & Company                | Weil, Gotshal & Manges        |
| Covington & Burling LLP          | Metaswitch                        | White & Case                  |
| CRA International                | Millbrook Proving Ground Ltd      | Winton Capital Management     |
| Credit Suisse                    | Moelis & Co                       | Withers LLP                   |
| Credo                            | Monitor Group                     | ZS Associates                 |
| Deloitte LLP                     | Morgan Stanley & Co International |                               |
| Detica Limited                   | plc                               |                               |
| Deutsche Bank                    | National Grid                     |                               |
| Dewey & LeBoeuf LLP              | Network Rail                      |                               |
| Dickinson Dees LLP               | Nomura                            |                               |
| DLA PiperDWF LLP                 | Norton Rose LLP                   |                               |
| Edwards Angell Palmer & Dodge    | OC&C Strategy Consultants         |                               |
| LLP                              | Oliver Wyman                      |                               |
| EMNOS UK                         | Olswang                           |                               |
| Ernst & Young                    | Opera Solutions                   |                               |
| ExxonMobil                       | Orrick, Herrington & Sutcliffe    |                               |
| Farrer & Co                      | Paul, Hastings, Janofsky & Walker |                               |
| FDM Group                        | (Europe) LLP                      |                               |
| Fidelity International           | Pinsent Masons LLP                |                               |
| Freshfields Bruckhaus Deringer   | PricewaterhouseCoopers LLP -      |                               |

Appendix 2

**Careers Service Syndicate Membership (April 2012)**

**Chairman**

Prof A D Yates, The Warden, Robinson College + Retire:

**Appointed by Council** (serve from 1<sup>st</sup> January for four years)

Prof Alison Sinclair, Professor of Modern Spanish Literature and  
Intellectual History, Dept of Spanish and Portuguese 2012  
Ms Debbie Lowther, Bursar, Girton College + 2015  
Dr Mark Billinge, Tutor, Magdalene College + 2012

**College Representatives** (serve from 1<sup>st</sup> January for three years)

Dr Alan Dawson, Director of International Programmes,  
Pembroke College 2012  
Dr Kanak Patel, Director of Studies, Magdalene College 2012  
Professor Adrian K Dixon, Master, Peterhouse 2012  
Dr Hilarie Bateman, Admissions Tutor, Murray Edwards College 2012  
  
Professor John Tiley, CBE FBA, Director of the Centre for Tax Law, 2013  
Dr David Bainbridge, University Veterinary Anatomist, St Catherine's College 2013  
Dr Christopher Warner, Admissions Tutor, Robinson College 2013  
Dr Sean Butler, Director of Studies (Law) and Fellow, St Edmund's College 2013  
  
Dr Claire Cockcroft, Assistant Graduate Tutor, Newnham College 2014  
Mr Thomas Ridgman, Fellow, Wolfson College + 2014  
Mrs Sarah Harmer, Development Director, Selwyn College 2014  
Dr Helen Watson, Admissions Tutor, St John's College 2014

**Student Members** (Serve from July for one year)

Ms Liv Watson, President, Graduate Union 2012  
Mr Gerard Tully, President, CUSU 2012

**Co-opted Members** (serve from 1<sup>st</sup> October for four years)

Mr Ian Duffy, Business Adviser, BP Ltd 2012  
Mr John Kirwan, Director, K Associates Oxford 2012  
  
Mr David Turner, Journalist (ex FT and Reuters) 2013  
Ms Jillian Burton, Graduate Programme Manager, Lloyd's Register 2013  
  
Ms Joanna Taylor, Senior Tutor's Assistant, Christ's College 2014  
Mr Peter Bennett, Partnership Officer; Bates, Wells & Braithwaite 2014  
Mr James Darley, TeachFirst 2014  
  
Dr John Elvin, Scientific External Liaison, MedImmune 2015  
Ms Anja Irwin, Head of HR, RealVNC 2015  
Mr Robert Cutler, John Swire & Sons 2015  
Mr Mike Percival, University Liaison Team Lead, Cambridge 2015  
Mr David Butcher, Chief Executive, Britten Sinfonia 2015

**Permanent Co-opted member** (from Feb 2011)

Ms Alice Benton, Head of Educational and Student Policy

+ members of the Careers Service Executive Committee

Appendix 3  
Staff of the Careers Service (at April 2012)

\* Part-time

Director  
Deputy Director  
Careers Advisers

Gordon Chesterman  
David Ainscough  
Catherine Alexander  
Mary Blackman\*  
Andrew Bottomley\*  
Madelaine Chapman\*  
Anne Forde  
Susan Gatell\*  
Peter Harding  
Steve Joy\*  
Frances Meegan  
Amanda Norman\*  
Ruth Mumby\* (maternity leave)  
Liz Simmonds\*  
Sally Todd  
Les Waters

Information Services Manager  
Departmental Administrator  
Project Officer  
Computer Officers

Chris Michaelides  
Claire Collet  
Cathy Marsden\*  
Richard Sparkes\*  
Michael Warren  
Laura Blenkinsop  
Giovani Travez\* (temporary)

Events Manager  
Deputy Events Organiser  
Events Assistant  
Information Staff

Pat Corteen  
Liz Wright\*  
Pippa Ellis\*  
Lisa Bates\*  
Maria Giovanna De Simone (maternity leave)  
Anne Lewis (maternity cover)  
Kathy Moon  
Lily Serubula\*  
Ellis Weinberger

Accounts Assistant  
Assistants to Careers Advisers

Mark Warner  
Sally Cox  
Isabel Evans  
Ros Fella  
Natasha Forster\*  
Tina Goode\*  
Maggie Hart\*  
Jenni Harvey  
Michelle Herbert\* (temporary)  
Naomi Hilton\* (maternity cover)  
Louise Maddison\*  
Lynn Maguire (maternity leave)  
Tony Clarke\*  
Simon Denston\*

Printer  
Custodian

All staff can be contacted by email: [FirstSurname@careers.cam.ac.uk](mailto:FirstSurname@careers.cam.ac.uk)  
eg: [GordonChesterman@careers.cam.ac.uk](mailto:GordonChesterman@careers.cam.ac.uk)  
Biographies of our Careers Advisers can be seen on our website.