

# Enhancing student employability

## Environmental Employability Workshop



As a CEDHE member, you are part of an active community which champions environmental disciplines both academically and professionally. CEDHE is determined to maintain the flow of highly qualified and motivated people who can meet the environmental challenges of the future and is committed to supporting our member universities in achieving this.

We recognise the challenges around embedding employability skills within degree programme content and establishing contacts with industry and professionals. With an increasing pressure on institutions to ensure students graduate with well-established employability skills, we have designed an 'Environmental Employability Workshop' add-on to assist member institutions in delivering environmental science-focused career support and advice in one condensed and informative day.

We are providing institutions with the opportunity to host an in-house environmental Employability Workshop tailored specifically to your students. These days are designed to provide students with valuable advice and resources to assist them in finding employment once they graduate.

Our workshops tackle key employability challenges such as how to write a CV, professional conduct, networking advice and understanding job descriptions, all from an environmental science perspective. Students hear directly from professionals currently working in the sector giving students a crucial insight into how to succeed in an environmental science career and the many places an environmental science degree could take them.



*As a result of a student attending an Employability Workshop they got the opportunity to speak at a CEDHE conference and further found relevant employment less than a month after graduating.*

### Workshop options

These full day workshops are aimed at, but not exclusive to, final year undergraduate students enrolled on CEDHE accredited courses. Each workshop can accommodate up to 40 students with a minimum requirement of 15 students per workshop. Workshops will be held on a weekday from 10:00-16:00 in either semester 1 or 2 and before the Easter break. The format and timing of the day can be adjusted to accommodate each institution's

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requirements. You can fully tailor the workshop to meet the needs of your students by selecting four workshop sessions from the following:

1. **CV clinic** – Learn how to compile a knock-out CV and efficiently tailor it to meet the needs of each job application
2. **What employers want & where can your degree take you?** – Chat to environmental professionals and hear first-hand what they are looking for in graduate-level applicants, and the variety of pathways you can take to pursue a career in the sector
3. **Insight from the interview panel & telephone interviews** – Gather tips and techniques from experts regularly involved in graduate recruitment and discuss ways to effectively prepare for interviews
4. **Inspirational speaker** – Hear from a senior environmental professional discussing their career journey, hoping to inspire you into an environmental career
5. **Cover letter writing** – Understand the major ‘do’s and don’ts’ when writing cover letters and learn how to upsell your experience to future employers
6. **Proofreading** – What percentage of CVs do students claim they have ‘attention to detail’ and yet still make spelling errors? Avoid these common mistakes and discover the importance of proofreading
7. **Finding employment/experience: where to look and how to communicate** – Discover the best places to find graduate employment or internship opportunities and learn how best to approach potential employers
8. **Creating a living CV** – Apply your university education and work experiences to real-world skills and how to showcase these to potential employers

### What we need from you

In order to secure a workshop at your institution we require the below information from you. Three provisional dates are needed to ensure mutual availability between the host institution, the IES and environmental professionals.

1. Three provisional workshop dates
2. Choice of four workshop sessions
3. Agreement for the university to organise a seminar room to host the workshop
4. Details of a primary contact to oversee the workshops preparations
5. Promotion of the workshop to eligible students
6. Member of teaching staff to attend the morning workshop sessions

### Costs

**£400** - 15-20 students

**£450** - 20-25 students

**£480** - 25-30 students

**£500** - 30+ students

In addition to this, the university will be charged travel expenses for those delivering the workshop.

Depending on student numbers this will include IES staff and a minimum of two environmental professionals, however we will endeavour to utilise local contributors. During the initial discussion, we can provide an estimate of the costs associated with travel.

### Booking process

To organise a workshop at your institution, please contact the IES Education and Professional Development Officer at [education@the-ies.org](mailto:education@the-ies.org).