

FACULTY OF ENGINEERING

**REORIENTATION
AND
REINDUCTION
HANDBOOK**

Kingston University London

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Welcome Back from the Dean

Congratulations for progressing to the next year of your studies.

We hope that you will continue to find your studies interesting and valuable as you progress through years 2 and 3.

This Reorientation and Reinduction Handbook is designed to provide you with a range of information and advice to help you succeed in the coming year.

Graduates today need a range of skills and not just a degree. You can gain these extra skills through extra curricula activities at university as well as through your studies and paid work. Think about enhancing your CV by volunteering (details can be found at the back of this handbook), by coming a course representative or getting involved in the EnASC or CASC schemes (details can be found at the back of this book).

Good luck and best wishes

Signature here

Dean of Engineering

What to expect in year 2 and 3



What to expect as a 2nd year student?

- Becoming independent learners
- One of the hardest years of a degree
- Improved academic skill base

Differences between Year 1 and 2!

- Year 2 counts!
- Need to think about projects
- Start thinking of future post degree
- Need to think about a placement
- More rigorous
- Starting to specialise
- Not in University accommodation



What to expect as a 3rd year student?

- Independent learners
- Completion year of degree
- Developed a comprehensive academic skill base

Differences between year 2 and 3!

- Year 3 counts!
- Finalising projects
- Start thinking of future post degree
- Need to think about the future
- Specialised in chosen subject



Rules and regulations for year 2 and 3

For the most up to date regulations for your course, use the link below.

<http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/>

Who's who guide to support and advice

KINGSTON UNIVERSITY WHO'S WHO GUIDE FOR ENGINEERING STUDENTS (UG)

Accommodation

Based in Cooper House
Lyn Hurlstone
L.Hurlstone@kingston.ac.uk
Rita Strugnell
R.Strugnell@kingston.ac.uk
020 8417 3829

Childcare Kingston University
Nursery for age 2-5 years
020 8417 4022

Careers

Careers@kingston.ac.uk
020 8417 3523/6208
Catherine Sercombe
c.sercombe@kingston.ac.uk

Chaplaincy

Religion & Belief, Places of
Worship - Stan Brown
chaplaincy@kingston.ac.uk
020 8417 2940

Credit Control

For payment of tuition fees
Based in Cooper House
creditcontrol@kingston.ac.uk
0844 855 2309

Disability & Dyslexia Support

disability@kingston.ac.uk
dyslexia@kingston.ac.uk
020 8417 4282 (Tel)
020 8417 4447 (Minicom)

Heads of School

Prof Mukesh Limbachiya
Civil Engineering & Construction
M.Limbachiya@kingston.ac.uk

Prof Andrzej Ordys
Automotive, Mechanical,
Motorcycle, Motorsport & HND
A.Ordys@kingston.ac.uk

Dr Peter Barrington
Aerospace & Astronautics,
Aircraft
P.Barrington@kingston.ac.uk

English Language Support

Paul Booth
P.Booth@kingston.ac.uk
0208 417 2332 Ext 62332

ERASMUS Coordinators Aerospace and Mechanical Engineering

Val Morris
V.Morris@kingston.ac.uk
020 8417 4716

Civil Engineering

Maia Ibsen
M.Ibsen@kingston.ac.uk
020 8417 2243

Health & Counselling

Fairhill Medical Practice
(NHS services) 020 8417 2204

counselling@kingston.ac.uk
020 8417 2172 (PR)
0208 417 5555 (KH)

International Advisory

Immigration/Visas/Working in
the UK during & after
study/Welfare/
Financial Hardship
ISAC@kingston.ac.uk
020 8547 8670 / 8385

International Liaison Officer

For Engineering students
Katie Barnes
K.Barnes@kingston.ac.uk
020 8417 4838

Learning & Teaching Coordinator

Shell Morgan
Michelle.Morgan@kingston.ac.uk

Placement Officer

Ray Harte
R.Harte@kingston.ac.uk
020 8417 4766

Student Affairs

Student Complaints/Code of
Student Behaviour/NTQ
Appeals/ Harassment &
Bullying
C.Curry@kingston.ac.uk
020 8547 8211

Advice and Representation Centre (ARC)

For Academic Appeals
Andrew Casey
A.Casey@kingston.ac.uk

Students' Union (KUSU)

VP Student Support
support@kingston.ac.uk

Student organised
cultural/religious
or leisure based activities
activities@kingston.ac.uk

Student Office

G Floor Hawker Wing, RV
/G Floor Town House PR
engadmin@kingston.ac.uk
Tel:020 8417 7901
Fax:020 8417 7810

Student Experience & Support Officer

For all Engineering students
Catherine Cole
C.Cole@kingston.ac.uk
020 8417 4735

Student Funding

Based in Cooper House
studentfunding@kingston.ac.uk
020 8417 3553

University Switchboard
020 8417 9000

Academic Support you can access

Don't forget you can get academic support from a range of academic staff.

If you need academic support in a module, contact your module leader.

If it is for more than one module, contact your personal tutor or Field Leader.

The Field Leaders are:

School of Aerospace and Aircraft Engineering

Mohamad Askari m.askari@kingston.ac.uk

Steve Barnes s.barnes@kingston.ac.uk

Chris Welsh c.s.welsh@kingston.ac.uk

School of Civil Engineering and Construction

Bill Evans w.evans@kingston.ac.uk

Keith Shepherd k.shepherd@kingston.ac.uk

School of Mechanical and Automotive Engineering

Paul Brandon p.brandon@kingston.ac.uk

Eoin Lewis e.lewis@kingston.ac.uk

Denis Marchant d.marchant@kingston.ac.uk

Welfare support we can give you

Student Support Officer

Catherine Cole is the Faculty of Engineering Student Support Officer. She can advise you where to go to access specific help and support.

You can contact her on



- email C.Cole@kingston.ac.uk;
- phone 0208 417 4735; or 07775 027523 between 9am-5pm Monday - Friday and she will respond as soon as possible.

You can make an appointment to meet with the Student Support Officer at Roehampton Vale or Penrhyn Road between 10:00-16:00.

Please contact her by one of the means above to arrange an appointment to discuss claims for Mitigating Circumstances or any other difficulties

Students with disabilities and dyslexia

If you experience any problems on your course relating to a disability you can get advice from:

- Joy Tulett, Disability Coordinator, Roehampton Vale Student Office on 020 8547 7901;
- the University Disability and Dyslexia Support Service. Please refer to <http://www.kingston.ac.uk/disability-and-dyslexia> for information on support services and facilities available from the University.

You can also talk to the Student Support Officer.

Students who need **additional time or special arrangements in examinations** must speak to the Faculty's Disability Coordinator or Dyslexia Coordinator in DSS for assessment no later than:

- 1st November for semester one;
- 1st March for semester two exams
- Postgraduates must apply the term or semester before the exam.

Special arrangements can be made in each Learning Resource Centre (LRC) to help you if you have a disability. This includes book fetching, sending items by post or adjustments to loan periods.

Each LRC has an Adaptive Technology Resource Centre with:

- specialist software and equipment;
- photocopiers with the ability to enlarge;
- height adjustable study table; and
- caption decoding devices for video/DVD playback with subtitles.

Attendance and assessment

You must attend all lectures, tutorials and workshops in every module. Attendance will be monitored and students who do not attend will be contacted by the Module Leader(s) and Student Support Officer to explain why.



There is a strong correlation between attendance and success. Most students with poor attendance records fail their course.

If you cannot attend classes or exams because you are ill or have other personal circumstances you must **email or contact** your **Personal Tutor** and the Student Support Officer.

- If you don't contact us, you will be asked to attend a meeting with your Personal Tutor and Student Support officer.
- If you don't attend or respond to that request formal action may be taken, which could include the Faculty asking you to withdraw from your course, since University regulations state that a student's right to continue on a course shall be dependent on the maintenance of satisfactory attendance on that course.

Mitigating Circumstances

Mitigating circumstances

We know that there may be circumstances beyond your control which may interfere with your studies. Use the mitigating circumstances procedure if you cannot attend an exam, class test, presentation or submit a piece of assessed work.



It is your responsibility to decide whether or not you are fit enough to take an exam or test and/or submit a piece of work.

If you are unable to:

- submit work or sit an exam or test through no fault of your own;
- you are requesting an extension to a deadline;

then you must submit a mitigating circumstances claim together with the required evidence before the date of submission or examination. Claims submitted after these dates will not normally be accepted unless you have clear evidence to show why you were unable to meet the deadline, e.g. you were seriously ill in Hospital. If you are granted an extension to a deadline, this will not be considered again by the Mitigating Circumstances Panel. If you attempt to sit an exam, you are deeming yourself fit to do so.

You need to complete the Mitigating Circumstances form for each module which you can get from the Student Office and then you need to take it to your module leader to discuss whether you have an acceptable claim. The form then needs to be returned to the Student Office in an envelope marked 'Mitigating Circumstances- private and confidential'. It will then be confidentially processed.

Your Personal Tutor, Year Tutor, Student Support Officer or Course Administrator can help you complete the form.

If your claim is accepted by the mitigating circumstances panel, then your assessment will be normally be deferred, where you will be given another opportunity to submit the work or take the exam without penalty. However, please note that this additional opportunity may:

- be up to one year later;
- require a different type of assessment;
- require you to suspend your registration for a period of time; and
- require you to change your mode of attendance from full time to part time.

If your claim is rejected by the panel, your work will be graded with F0 for non-submission and any reassessment that you are permitted will be capped at 40%.



All claims (with the required supporting evidence) must be submitted to the Student Support Officer.

Checklist

Even if you think your reasons will not be accepted, please follow the following checklist:

- Complete the Mitigating Circumstances form
- Collect the relevant documentation about your situation
- Contact your module leader and the Student Support Officer as soon as possible.
- Submit your form and any evidence you can provide to the Student Office marked 'Mitigating Circumstances- private and confidential'.

There is information on *Studentspace* regarding what is acceptable mitigation.

Calendar for academic year 2010/2011

	2009/2010 dates wk begin	KU weeks Academic Year ACYR	Sem 1/2	Teaching Year TCYR	Activity		
July	27	1					
August	3	2					
	10	3					
	17	4					
	24	5			Retakes		
September	31	6			Retakes		
	7	7					
	14	8					
	21	9			Induction week		
Oct	28	10	1	1	TW1		
	5	11	2	2	TW2		
	12	12	3	3	TW3		
	19	13	4	4	TW4		
Nov	26	14	5	5	TW5		
	2	15	6	6	TW6		
	9	16	7	7	TW7		
	16	17	8	8	TW8		
December	23	18	9	9	TW9		
	30	19	10	10	TW10		
	7	20	11	11	TW11		
	14	21	12	12	TW12		
January	21	22			Vac	Christmas Vac Wks 12, 13, 14 used to record mit circs	
	28	23			Vac		
	4	24	13	13	Assessment/ Study*		Inter- Semester
	11	25	14	14			
18	26	15	15	Mkg			
25	27						
February	1	28	1	16	TW1		
	8	29	2	17	TW2		
	15	30	3	18	TW3		
	22	31	4	19	TW4		
March	1	32	5	20	TW5		
	8	33	6	21	TW6		
	15	34	7	22	TW7		
	22	35	8	23	TW8		
April	29	36			Vac	Easter Vac	
	5	37			Vac		
	12	38	9	24	TW9		
	19	39	10	25	TW10		
May	26	40	11	26	TW11		
	3	41	12	27	TW12		
	10	42			Rev		
	17	43	13	28	Assessment/ Study*	Wks 12, 13, 14 used to record mit circs	
24	44	14	29				
31	45	15	30				
June	7	46			Assessment/Mkg		
	14	47			Mkg		
	21	48			Mkg		
	28	49			M bds		
July	5	50			P bds		
	12	51					
	19	52					
	26	53					

Notes

*Assessment may include formal examinations

Key

TW: Teaching Week
 RW: Reading Week
 FT: Field trip
 Mkg: Marking
 M bds: Module Boards

Issue Date:
Jun-08

The academic year is divided into two semesters. A semester is a teaching block which lasts 15 weeks and includes both teaching and assessment or exam periods.

Term dates for 2010/2011

AUTUMN TERM Monday 27 September 2010 – Friday 18 December 2010

SPRING TERM Monday 3 January 2011 – Friday 15 April 2011

SUMMER TERM Monday 2 May 2011 – Friday 8 July 2011

Placement Advice

IT'S A BATTLE



Placements

The primary objective of a placement is to give undergraduates:

- Real experience compared with classroom or laboratory simulation
- Additional knowledge absorbed alongside experienced professionals
- Understanding of the workplace environment and pressures
- Confidence gained from making a practical contribution
- The opportunity to bring fresh and new ideas to an organisation

To meet the requirements of the Engineering Council students must be placed for a minimum of 36 weeks.

Other benefits of a placement are:

- Enhanced employability
- Money
- Networking with other engineering professionals

As students you have to pay a percentage of your fees whilst on placement and you need to receive an adequate salary. This should therefore be in the range of £13,000 - £18,000 per annum.

Some Frequently Asked Questions

What kind of support can I expect in finding a placement?

You will be supported in a variety of ways, such as help with CV, filling in application forms and interview preparation. Jobs are advertised on StudySpace (Blackboard) along with other sources of placement information. Ultimately, finding a placement is **your** responsibility but the Placement Officer is available to support and advise you as appropriate.

Should I work for a large or small company?

There are advantages and disadvantages associated with both. A large company may look good on your CV but can be highly structured and your range of experience may be limited. Smaller companies may offer you a broader experience – with a wide range of functions.

Will I be visited during my placement?

Yes by your placement tutor. You will have 1 visit.

What happens if things go wrong whilst I am on placement?

Most things can be resolved by talking calmly to your supervisor or placement mentor at work. If you need further advice you should discuss the issue with your placement tutor.

Preparation for Placement Search

- You must register with the Faculty Placement Officer
- Check Study Space (Blackboard) and your email regularly for placement vacancies and for other information
- Begin assembling a portfolio of work. This could include completed course work, and/or group projects. You should organise your work in a logical order and present it well.

- Ensure your CV is up to date. Target it for each employer
- Write a cover letter that you can adjust for each application. Ideally, each letter MUST be addressed to a specific person. Avoid sending out a standard letter to many companies/ organisations
- Keep a diary of placement applications to log your progress
- Research the employer you are sending your CV to.

Workshops

The Faculty will hold workshops on CV writing, filling in application forms, preparing for interviews and assessment centres. For details of the dates and location of these workshops please look at Study Space and look at your email regularly as updates will be sent to you by the Placement Officer.

Where to look for placements

Newspapers Some national and local newspapers carry engineering job advertisements. It may be worth contacting the companies that are advertising jobs to see if they offer placements as well.

Professional Journals

Many of these are held in the LRC or are online and always worth looking through.

Websites for information and placements

Professional Engineering
www.professionalcareers.net/

Automotive Engineer
www.ae-plus.com/

Engineering Opportunities
www.engopps.com/

The National Council for Work Experience- general information about placements and work experience.

www.work-experience.org

Student resources for industrial placements
www.fledglings.net

Gradcracker- This website offers information and links on graduate jobs and placements
www.gradcracker.co.uk

Step Placements Programme- offers a range of placements, short and up to a year
www.stepplacements.co.uk

Rate My Placement- This website gives you the chance to read reviews from students about placements that they have completed, as well as offering various placement opportunities
www.ratemyplacement.com

Top Internships- This website advertises placement opportunities
www.topinternships.com

Placement UK- Offers information about placement opportunities for European students looking for placements in the UK
www.placement-uk.com

Prospects- This web site offers a great deal of information and advice about career areas, writing CVs, filling in application forms, preparing for job interviews and a lot more. They have some information about placements, placement vacancies and work experience. www.prospects.ac.uk

Target jobs- This web site offers a great deal of information and advice about career areas, writing CVs, filling in application forms, preparing for job interviews and a lot more. They advertise placements.
<http://targetjobs.co.uk>

Placement and Work Experience Services: Useful Links and Information

Blue Chip and Multi National Companies

Placements/internships with blue chip and multi national companies open for applications from September and close around December time. If you are thinking of applying to one of these companies, then don't wait around. For some of these positions companies may ask for a certain amount of UCAS points in their application criteria. To calculate what points you have got from your qualifications, please click on the link below

http://www.ucas.com/he_staff/curriculumandquals/ucas_tariff/

Networking

Whoever you are speaking to including family friends, they potentially could put you in touch with other people who may give you an "in" to your chosen profession or placement. Make a list of contact details and keep it updated with details of: Contact Name; Job Title, Organisation, the date you spoke to them and any information you have gathered and action to be taken. Always be polite on the phone, even if they are not - you never know when your paths may cross again. If a contact asks you to email details always be concise and business like. Never use text speech in emails! This may seem obvious but it does happen.

Job Hunting Skills

Notes on writing a CV

A CV is a brief factual account of the key aspects of your life to date. It comprises of biographical information and an account of your knowledge, skills and experience. CVs should be short and to the point – **1 or 2 full pages long.**

A prospective employer will often make a snap decision as soon as they read it; you have about five seconds to grab an employer's attention.

It is a good idea to keep a folder on your Record of Achievements; this should contain your documents of academic and personal progress inclusive of GCSE, A Level or GNVQ or BTEC certificates. Put in any evidence of other study or extra curricular achievement in sports, charitable work or roles as course representative or student ambassador. The folder should assist you to think about your skills when writing your CV.

Personal Details

Include your name, contact address, postcode, a contact telephone number (the one you are most likely to be contacted on and will be able to answer in a professional manner), and an email address. You may also wish to include your nationality if it is relevant for the placement. If you want to be known by your middle name, indicate this by underlining it. Capital letters can be used to identify your surname.

Personal Profile

This should only be about 3 to 6/7 lines and is a brief statement which says to the employer yes I want to interview this person. It is a summary of what you have to offer, what opportunity you are applying to and where you want your career to go in the future.

Education and Qualifications

Start with your education in reverse chronological order – i.e. most recent first. You could include your First Year exam and coursework results, particularly if these are good. If not, you could express it more generally - e.g. saying that you passed your course work and examinations and were accepted into Year Two of the degree course.

GCSEs are best shown as a total number of passes, with the important ones (e.g. English, Mathematics, Science, Computer Science) specified. Leave out failures (less than a "C") - you want to be positive.

Include any relevant, non-examined subjects, part-time, evening or short courses you have studied and give details of any prizes/awards you have won (or put these under 'Key Achievements').

Key Skills

Identifying skills can be a problem when you have not written a CV before. Look at your Record of Achievement and extract the skills out of there. Alternatively, think about any projects you have undertaken and the skills you have developed.

Also, your PDP (Personal Development Profile) can give you some information about you and your skills which will also help you write your CV.

The categories you should be thinking about are, Communication, Practical and People Skills.

List IT Skills separately and remember to put down the dedicated engineering software you use as this is most important to perspective placement providers/employers.

Professional Experience

This is your work experience. Put the most recent first. If you do not have any, you could write about the practical elements of the course such as project/team work, field work experience. In other words, draw out the skills and experience which will be relevant to a placement and of interest to an employer.

Include jobs you have had: full-time, part-time, weekends or holidays. Indicate the job title, employer's name, location and duration, and a brief description of your duties and the skills required/gained. If you have had a variety of jobs, select the most relevant and emphasise the different things you have learnt/achieved in each role.

For professional experience it is essential that you mention the relevant personal skills. Do not, for example, dismiss bar/shop work as irrelevant. Your experience here may have enhanced your communication skills and/or may show your ability to work under pressure.

When you write about your professional experience focus on the skills you have developed and applied. Show the employer how the skills you used transfer to the engineering role. Always match your skills and experience to the job you are applying to so the employer can pick them out easily to see that you meet the minimum requirements for the position.

Other Experience and skills

This could include languages, driving licence etc. You may, if you wish, include additional information, such as successful project work, team leadership, etc. If you are a civil or construction student and you have a CSCS Skills Card it would be beneficial to mention that in your CV. If you want to apply for one go to: <http://www.cscs.uk.com/types-of-cards>

Interests and Hobbies

Include positions of responsibility not covered above, e.g. involvement in societies, school, work for charities etc. Don't just list them - add a sentence or two giving details of expertise, commitment or aspects of interest. If you have been captain of the football or netball team, or secretary of the chess club, say so. Include any competitions or awards you may have entered and won.

However, don't overdo it – otherwise it will imply that you value your outside interests more than your academic and technical achievements.

When talking about any outside interests, it is important to relate it to the employability skills the employer is looking for you to be able to utilise in a future role in their organisation.

References

Provide two referees - ideally a previous/current employer and your personal tutor. NOTE - you should ask their permission first. Give their name, title, address and number. Avoid using relations - particularly those with the same surname as yours.

Alternatively, you can write 'Available on request' on a CV as putting the contact details of referees could take up too much space.

Points to remember

1. First impressions are critical. Your CV is the first point of contact with the potential employer. If you get it wrong, it will be the only contact.
2. Target your CV at the placement and employer you are applying to.

3. Your CV should be set out clearly and logically. Some typefaces may seem attractive, but they may not convey professionalism in the business world. If in doubt, keep it simple and straightforward. Avoid making it too fancy and complicated. If it is too clever and unreadable it will go in the bin.
4. Check your spelling and your grammar. Then check it again. **THERE IS NO EXCUSE FOR SPELLING MISTAKES AND GRAMMATICAL ERRORS!** Get the Placement Officer and/or friends and family to check as well.
5. Avoid long time gaps (don't leave any long periods of time unaccounted for), inconsistencies, unnecessary words (use simple and straightforward language) and repetition (e.g. the job of work I was working at).
6. Do not include any photographs.
7. Your CV should reflect who you are and what you can do as well as your potential capabilities. Employers are often interested in experience which you may not regard as strictly relevant, but which indicates a key aspect of your personality. So think carefully about what to include and what to leave out.
8. Always tell the truth. Do not misrepresent your skills or your experience.
9. Use positive language and action words. For example:

accomplished, analysed, achieved, adapted, assessed, benefited, communicated, completed, compiled, conducted, coordinated, created, defined, delivered, demonstrated, designed, developed, diagnosed, doubled, eliminated, established, evolved, gained, identified, implemented, improved, incorporated, increased, influenced, introduced, maintained, nurtured, participated produced, proficient, promoted, proved, reduced, reorganised, resolved, revitalised, secured, set up, simplified, solved, streamlined strengthened, succeeded, supervised, supported, trained, transformed, uncovered, unified, utilised, won, worked.
10. CV's, especially for undergraduates applying for placements, should be a maximum of 2 pages. If you can manage to put all your information on 1 page that is fine.

11. Run off your CV on a good quality printer. Use white, unlined standard A4 paper of reasonable quality. Use only one side of each piece of paper.
12. Work on the basis that employers are busy people. Endear yourself by making their job easier. This means giving them a CV that summarises the key information at a glance.
13. Imagine you are the employer. What skills and interests would you be looking for if you were seeking someone to fill a specific role? Make sure your CV reflects this.
14. Think of ways to give yourself the best chance of being selected for an interview. For example, if an employer asks for specific skills, write a CV which emphasises these attributes.
15. Update your CV as you acquire new skills and knowledge. For example, ensure your computing knowledge section is kept up-to-date.
16. ALWAYS amend your CV if you change your address, telephone number or if any other personal details become out of date.

Sample Personal Profiles

Sample 1

I am currently studying BEng (Hons) Automotive Engineering Design, and have excellent analytical and problem-solving skills. I am able to work effectively within a team and communicate with people at different levels. I am applying for a placement to enable me to build on these skills and the knowledge I have gained from my studies.

Sample 2

I am a trustworthy and hard working individual who is currently studying a BEng (Hons) in Aerospace Engineering Design. I have the ability to learn quickly and like to be faced with challenging situations. I am seeking a placement within an Aerospace Engineering company where I can gain valuable industry experience.

Sample 3

I am a target-orientated hard working individual who is willing to take on new challenges in any given situation. I consider myself to be a people person who enjoys working within a team environment and meeting new people and I am seeking a placement within a design company where my CAD skills can be utilised and developed.

Sample 4

I am enthusiastic and outgoing, currently studying a BEng (Hons) in Motorcycle Engineering Design. I take a hands-on approach and have a good understanding of design and aerodynamics and am looking to build on this by obtaining a placement within a company.

Sample 5

I am highly adaptable, organised and motivated with a keen willingness to work in a demanding environment. I have a solid basis within key engineering disciplines and now have a strong desire to progress within a professional environment to develop and enhance these skills, by applying for a placement. I have a strong ability to learn quickly and accurately and have an ambition to achieve. I am looking to build on these skills by obtaining a placement within a company.

Sample 6

I am highly motivated and enjoy responsibility. I enjoy the challenge of learning new skills. I always strive to enhance my learning and personal development whenever possible – e.g. my 2nd year grades have enormously improved from my 1st year grades. I have the ability to act on my own initiative and to work as part of a team. I am seeking a placement to build on the skills and knowledge gained from my studies and other experience.

Sample 7

I am a hardworking and focused individual with a particular interest in environmental engineering and renewable energies. I have the desire and ability to grow in an organisation and be part of a successful team. My career intention is to fulfil the aspirations I have of becoming a chartered engineer. I would like to apply for a placement to give me a solid foundation to enable me to do this.

CV Template

Name

Address

Contact Telephone Number; Email address

Nationality (optional)

Driving Licence (optional)

Personal Profile

This should only be about 3 to 6/7 lines and is a brief statement which says to the employer yes I want to interview this person. It is a summary of what you have to offer, what opportunity you are applying to and where you want your career to go in the future.

Example

I am a target-orientated hard working individual who is willing to take on new challenges in any given situation. I consider myself to be a people person who enjoys working within a team environment and meeting new people. I am seeking a placement within a design company where my CAD skills can be utilised and developed.

Education

Here is where you should list your academic qualifications starting with the most recent first. Don't abbreviate when putting in establishments. When inputting dates it is better to use months and years

Example: Sep 2003- Jun 2004, Sep 2004- Jun 2005

BEng (Hons) in Motorcycle Engineering Design, Kingston University Sep 2009- Current

First Year Modules

Engineering Applications (A-)	Engineering Computing & Electronics (A-)
Materials Engineering (B)	Engineering Design (B)
Engineering Science (B)	Structural Mechanics & Dynamics 1 (B)
Professional Practice (C+)	Technology Mathematics1 (C)

Second Year Modules

Technology Mathematics	Materials 2 and Processes
Project Engineering	Motorcycle Technology

BTec National Diploma, Epping Forest College,

Sep 2006- Jun 2008

Mechanical Engineering

Grade- Distinction

Units studied included: Motorcycle Design, Mechanical Components, Design & Structures

GCSE, Mark Hall RC School, Essex

Sep 2001- Jun 2006

Eight Grades A-C including: English Language, Mathematics, Science

Additional Qualifications

This can include things such as First Aid Courses, Health and Safety Courses

Key Skills and Technical Skills

Detailed here should be key skills that you can demonstrate that are applicable to

Examples

Language skills: Spanish written and oral

Computer skills: Word, Excel, Power Point

Packages: Microsoft Office

Hardware: Pentium Windows NT, Linux boxes

Design Skills- Drawing and communication, project management

CAD

The ability to work within a team environment

Communication skills

Key Achievements

Examples

This can be a project that you have worked on

Where you over achieved with your grades on specific course work

Awards

Professional Experience (Employment History)

Here you should detail any jobs you may have had. This may be in the UK or overseas. Also, put down here any work experience you may have had especially if it's related in some way to what you are currently studying.

For Example

Sales Advisor, Marks and Spencer's, Marble Arch, London

Jan- Sep 2010

Duties included:

- Serving customers on the shop floor
- Accepting payments by debit and credit cards
- Replenishing the stock
- Dealing with incoming deliveries
- Cashing up the tills at the close of business every day

Interests and Hobbies

Here you should consider membership of any clubs or societies.

Any sports that you may participate in on a **regular** basis.

Make this section interesting as the person reading this will be able to form some sort of picture about you. Don't just list your interests and hobbies. Instead, try and make them into sentences. But don't over do it.

Example

I am a member of the University Football team and attend regular training sessions twice a week. Recently, I qualified as a junior coach and will be teaching children aged 5-10 during the school holidays. I enjoy meeting up with my friends and arranging days out.

References

Two references should be provided, ideally a previous or current employer and an academic. Avoid using family members. Always seek permission from the person whose details you are giving for a reference, and where possible let them know they may be contacted in the near future.

Alternatively, you can type 'Available on request' in the references section.

John Smith

12 The Avenue, Brighton, Sussex, BN8 4GH.

Contact Tel Number: 000 0000 0000 **Email:** jsmith800@hotmail.com

Full, Clean driving licence held.

Personal Profile

I am a target-orientated hard working individual who is willing to take on new challenges in any given situation. I consider myself to be a people person who enjoys working within a team environment and meeting new people and I am seeking a placement within a design company where my CAD skills can be utilised and developed.

Education

BEng (Hons) Aerospace Engineering, Kingston University Sep 2009- current

Modules completed include: Mathematics (level 2 & 3), Thermodynamics (level 2 & 3), Business, Project Management, Aerodynamics (level 2 & 3), Dynamics and Control, Structures and Materials, Computational techniques, Materials in extreme conditions, Computer programming

BTEC, Bolsover College, Derbyshire Sep 2007 – Jun 2009

HND Engineering

Modules completed include: Aerodynamics, Thermodynamics, Propulsion, Analytical Methods for Engineers, Computer Aided Design, Engineering Science, Mechanical Principles, Business Management, Project Management, Materials.

A level/ GCSE, Beacon Community College, East Sussex Sep 2000- Jun 2007

3 A-Levels: Physics (B), Maths (C), Chemistry(C).

1 AS-Level: Sports Science (C).

9 GCSE's grades A-C: including Mathematics, English and Science

Computer Skills

- Microsoft Word, Excel, Publisher, Outlook and Access,
- Auto Cad, Auto Desk, Solid Works, Ansys (CFX), Matlab, Lusas (FEA).
- Computer programming – Visual Basic, C and C++.

Professional Experience

Student Ambassador, Kingston University

Oct 2009 – current

Duties include showing potential students around the Engineering Faculty and giving presentations on the student experience at university. This has helped develop my presentation and communication skills, and given me great confidence.

Assistant, general construction, Brighton

Dec 2007 – Dec 2009

Assisted with manual labour in a construction firm. The firm built new houses and commercial premises. The work consisted of preparation of services, demolition, patio constructing, painting, construction of foundations and buildings.

Positions of Responsibility

Course Representative, Kingston University

Sep 2009 – Jun 2010

I was the interface between the students and the Course Leaders if problems arose. I attended meetings with senior academic staff where issues were raised and solutions implemented.

Hobbies

I enjoy playing rugby. I find this keeps me mentally and physically fit. I enjoy playing backgammon and poker and socialising. I enjoy travelling, and have recently been to Peru and Brazil

Interests

I have always had a keen interest in aviation, both military and commercial applications. I like to follow a variety of sports and play rugby on a regular basis

Referees

Available on request

Stanley Wilson

12 Blogg Way, Blogden, Lancashire BN4 8LH

Contact Tel number: 020 8000 0000 **Email:** Swilley@ntl.com

Personal Profile

I am a target-orientated hard working individual who is willing to take on new challenges in any given situation. I consider myself to be a people person who enjoys working within a team environment and meeting new people and I am seeking a placement within a design company where my CAD skills can be utilised and developed.

Education

BEng Mechanical Engineering, Kingston University

Sep 2008- present

A level/ GCSE, Blogden High School, Blogden

Sep 2002- Jun 2008

A Levels: Biology (C), Physics (D)

AA Levels: Geography (C), Maths (D)

GCSE: 9 GCSE's including 8 Bs and 1C

(English B/B, Maths B, Science B/B)

Employment

Departmental Manager, Asda, Roehampton

Dec 2008 - present

My current job role is that of an assistant department manager. I am responsible for all aspects of the checkout and customer service department in the absence of the department manger.

My day to day responsibilities include observing colleagues to maintain high standards of customer service and ensure targets are met; ensure that the department operates lawfully in the fields of retail law and food safety. I am also responsible for ensuring all health and safety procedures are adhered to.

Sales assistant, B and Q, New Malden

Apr 2004 – Dec 2008

Tasks included serving customers in person in the store and on the telephone. I developed excellent communication and customer service skills.

Skills

Team working

- I have experience of team work from a large number of university group activities, including taking the role of project manager during a design and build project which lasted 2 semesters. The prototype was successful and received an A grade.
- During my part time job I work as a senior supervisor in a large management team.
- As part of my Duke of Edinburgh Award I motivated my team to finish the course during atrocious weather conditions

Effective Communication

- My job role demands that I effectively communicate with other supervisors, immediate and senior level management to run the department effectively.
- I have developed strong communication skills by working in customer service- orientated positions for over 5 years.

Technical Skills

- I am fully proficient with all Microsoft Office programs. I have a good knowledge of Pertmaster and experience with Solidworks, Ideas 12 and NX 4 CAD software packages through project work at University.
- **Driving licence**
Full clean driving licence Full and clean Car/Motorcycle

Hobbies and interests

- I play guitar in a band.
- Yellow belt in Tai Kwando

References

Mr F Blogs
HR Manager
Asda
Stag Lane
Roehampton
London SW15 1XX

Tel: 020 0000 0000

Email: f.blogs@company.ac.uk

Dr Steven Smith
Senior Lecturer
Faculty of Engineering
Kingston University
Friars Avenue
London SW20 9LU

Tel: 020 0000 0000

Email: s.smith@kingston.ac.uk

Cover Letters

A convincing cover letter should always accompany a CV- it is your opportunity to show your most relevant skills and demonstrate your motivation and enthusiasm for the job and the employer. Employers receive a large amount of this correspondence; therefore your letter has to grab them. It could be that you have seen something in the press and that you are following this up to see if they are therefore recruiting for more staff. That way it shows that you are taking the initiative and being proactive in contacting them.

If you can find out the name of the person to send a letter to, all the better as again it shows initiative and interest.

Sample Letters

The layout for letters is that they are aligned to the left with no indents

Punctuation marks are not used in the address

The date is written in full for example: 5 July 2010

General format

Paragraph 1: Briefly introduce yourself, and tell them which job you are applying for and where you saw the advert.

Paragraph 2: Explain why you are interested in the job and the organisation. It is always useful. If you can put in a little information here about what is happening within the company you are applying to. It shows initiative and interest.

Paragraph 3/4/5: Type 1-3 paragraphs here telling the employer why you are a good prospect. If possible target your skills and competencies to the vacancy you are applying for. You need to show the employer how your current course transfers into the job and how your experiences in your part-time work and extra-curricular activities demonstrate how you have developed skills such as communication, teamwork, problem solving, organisation, time management.

Final paragraph: Short positive final comment and say when you are available for interview.

The salutation Dear Sir/ Madam is finished off with Yours faithfully

The salutation Dear Mr Farooq is finished off with Yours sincerely

Remember to include your address at the top of the letter. Obvious but if a company cannot contact you quickly you will lose out. Your letter needs to be memorable for the right reasons, for being succinct and professional.

Sample Letter 1

Mr J Brown
Engineering Finesse Ltd
Silvertown House
Birmingham
B43 8JG

Robert Strong
12 Somewhere Street
London
SE99 4BA

5 July 2010

Dear Mr Brown

Re: Industrial Placement

In June this year I will be completing the 2nd year of my BEng in Mechanical Engineering at Kingston University. I thoroughly enjoy my selected discipline of study and am looking to secure a 12 month placement to underpin the theoretical knowledge I have gained.

As an undergraduate I have not had wide experience, but I do bring fresh talent to be shaped professionally, a strong academic record, a passion for the subject and a keenness to join the workforce.

I believe I have the skills to be a proficient engineer and this are outlined in my cv with supporting statements as to how I have acquired and used these skills.

I hope that you will be interested in my CV and that I will have an opportunity to discuss placement prospects with you.

Yours sincerely

Robert Strong

The HR Manager
Amey
Nelson House
Solihull
B26 1BE

David Thomas
87 Elizabeth Street
Sheffield
S12 3TG

5 July 2010

Dear Sir

Re: Industrial Placement

In June this year I will be completing the 2nd year of my BSc in Civil Engineering at Kingston University and am extremely motivated to secure a placement, whether it is a summer, 6 month or a yearlong placement as I am eager to obtain hands on industry experience.

I am aware that your company is one of the leading providers of support services in the UK and the ethos of the company with regard to environmental awareness and sustainability issues are areas that have come to interest me since I started my studies within civil engineering. The impact of balancing building schemes with environmental factors is a fascinating area to work in and to work as part of a team that may give a community a quality of lifestyle that it may not have experienced for some time must give enormous job satisfaction.

I can offer a variety of skills gained from university, part time work experience and extracurricular activities. There include team work, communication, problem solving and customer focus.

I am looking forward to working with experienced engineers and gaining feedback from them to enhance my development as an engineer. My goal is to become a chartered engineer and I believe a placement with your company would be instrumental in attaining my goal.

I hope you find my CV of interest and look forward to hearing from you.

Yours sincerely,

David Thomas

Preparation for Interviews

When you are invited to an interview, you need to prepare carefully. There are books in the Careers Section of the LRC to help you do this. Also, the Prospects web site www.prospects.ac.uk and Targetjobs <http://targetjobs.co.uk> have good information about preparing for interviews.

If you require individual help, make an appointment with the Faculty Placement Officer.

If you are called for interview the key is great preparation:

- 1. Research the employer.** You need to apply the same rigour to your employer research as you do to an academic project.
- 2. Structure your research on the employer:**

Background information

What the company does

Where it is located

Who its customers/clients are

What are its key markets?

Who are the main competitors?

Is it expanding and reaching into new markets?

What it is currently promoting?

Company culture and why it appeals to you

Apart from looking at a company's website go beyond and look for press releases, financial and market information. Look in business directories like Brad, Kelly's and Compass. Look at stories in the press and think how this affects the business.

- 3. Understand the role** you have applied for. Be confident that you can match your skills to the experience that they are seeking, that you have a clear understanding of the competencies required by the employer, and use a range of examples to demonstrate that you have the skills.
- 4. Prepare** for the interview by viewing it from the employer's perspective
 - Why should they take you on?
 - What are the benefits?
 - Why did you choose your particular course?
 - What are your strengths and weaknesses?
 - How much do you know about the sector?
 - Do you have an example of a difficult situation and how you overcame it?

5. Structure of the Interview

In essence there will be the three main elements that form the basis of any interview

1. Why should we employ you? (Your life)
2. What interests you in this job? (The job)
3. Why are you applying to us? (The Organisation)

Your life

This is your expert subject. Interviewers will probably open up with “Tell us about yourself?” Look at your life as a series of events. Employers are most interested in your personal contribution, motivation and lessons learnt.

The job

They will always ask you about the job you are applying for. Find out how the job will fit into the bigger picture. Part of your research is to look at the competitor companies/ organisations. Look at career progression within the organisation.

The Organisation

This is when you can shine if you have done your research. You will probably be asked why you want to work for the organisation. Don't state the obvious and say because they have a great reputation. Talk about newspaper articles you have read and about new developments. Look to the future and mention things like sustainability, eco friendly and global markets.

Practice

To take the fear factor out of going in to an interview it is a good idea to do a practice interview. You can arrange this with your placement officer. Practice in a familiar environment will give you extra confidence.

Portfolio

Prepare a portfolio of certificates of achievement, which should validate details you have on your CV. Also include any work (projects) you are particularly proud of. Keep updating your portfolio; it will also be useful when you are applying for permanent positions following graduation.

Preparation- before the interview

Plan your journey beforehand. If travelling by public transport try to get tickets the day before. If travelling by car ensure you have a full tank of petrol the day before. Always allow extra time for your journey in case of traffic jams or delays on public transport. A useful website to check rail travel is www.nationalrail.co.uk

Ensure you have the company's telephone number to call just in case a problem arises that means you are going to be late.

Personal attributes at interview

Be Positive – throughout the interview be optimistic. Even if you are talking about something that did not go well, put a positive spin on it and say it was a good learning experience and that you can utilise this experience for a positive outcome another time.

Be Enthusiastic – Enthusiasm can be infectious and it is one of the things employers look for. Use vocabulary such as, 'it was a wonderful experience, or 'I really enjoy this', but don't go over the top.

Be Natural – Don't try to alter things that are fundamentally you. For example, your accent is part of you so don't try and change it. Be professional but do try to relax into the interview so you give yourself the best chance.

Be Honest – Resist the temptation to exaggerate. It will find you out at some point. If you say you are an expert on a certain type of software when you only know the basics - this could catch you out on your first day in the job.

The Day of the Interview

Present yourself **on time** and **dressed appropriately** for the job. Show a positive attitude. Show that you are genuinely interested in the company by thinking through ideas for your work with them.

Make sure your mobile phone is turned off.

Take along a copy of your CV, your portfolio of learning and a copy of the letter or email inviting you for interview.

When you meet the interviewer smile and give a good strong handshake.

Don't mumble your answers, speak clearly and distinctly.

Be honest in your answers.

If you can't answer a technical question it is better to say, "I don't know, but I am willing to learn", than try to pretend you know the answer. Alternatively, you can always suggest how you might go about finding the answer

At the end of the interview thank the interviewer/s for seeing you. Make sure you know how you will find out about the outcome i.e. will they phone or write to you direct, or contact the University.

Examples of Typical Interview Questions

Self Knowledge

What are your strengths?

What are your weaknesses?

How would you describe yourself?

Tell me about yourself

What are your reasons for wanting to do a placement?

Can you give an example of when you had to handle a difficult or stressful situation – what steps did you take to resolve this?

What do you think are the most important skills to have when working in a team and why?

Can you work well under pressure? Can you give me an example?

If you had to use five adjectives to describe yourself what would they be?

What is the hardest job/or project you have ever had to undertake

Tell me about your career aspirations

What would you consider to be your main achievements to date and why?

This open ended question is looking for aspects of your education and experience of relevance to the job in question, and discovering if you have ever worked as part of a team and how you handle stressful situations.

Knowledge of the Company/ Organisation

What do you know about our business/ organisation?

Why have you decided to apply to us?

Why did you apply for this particular placement?

Who do you see as our major competitors?

Educational History

Why did you choose your degree course?

What aspects of the course have you found most challenging (and why)?

Besides your degree, what else do you feel you have gained from university so far?

Tell me about your interest in

Interests/Activities

What do you do to relax?

What student societies do you belong to?

Have you done any voluntary work?

Questions you can ask them:

Below are examples of the types of questions you can ask at interview. Obviously, you need to pay attention at the interview to make sure you don't ask something that's already been answered! Also, you don't have to use these – it would be better to tailor the questions to fit the position – but hopefully the list below will put you on the right track.

What would be your expectations of me in the first three months?

How did you achieve your position within the company?

What sort of on-going training would I receive whilst in the role?

Who would I report to and where does he/she fit in the structure of the company?

Can you describe a typical day?

How much client contact can I expect to have within this role?

What kind of responsibilities would I have or expect to have?

Will I be given projects to work on whilst in the role?

Does the company have any new projects up and coming?

When will you be making a decision?

Afterwards

If you were successful at securing the placement, congratulations.

If you don't hear from the employer within the time they told you that you would hear, then contact them to find out what is happening.

If you don't get the job, learn from what happened this time and request feedback on your interview. Remember too that generally all the candidates invited to interview are equally able to do a job. Some however, may have more relevant experience or fit into the employer culture better. You may not receive a placement offer due to reasons beyond your control. Do not take rejection personally, carry on applying for placements.

Before you start your placement

Check the following:

- Who do you need to report to?
- What time should you report in?
- What your salary is
- The dress code of the organisation
- Any practical arrangements eg
 - lunch facilities
 - will you have to work late or at weekends

Once you have obtained a placement keep in touch with the University via the Industrial Placement Officer and please keep us advised of any change of address. If you need any input from the University concerning your placement please ask the Industrial Placement Officer. Mostly, enjoy yourself as you have worked hard to obtain a placement and you should maximise the potential opportunities it will offer.

GRADUATES

If you have already completed or have gone through the process of applying for a placement you will have some things ready to take forward for applying for a permanent position or a graduate scheme.

The important thing is to “**do your research**” into the companies you want to apply to. You should understand what each company does and the sort of roles that are available for graduates.

You then need to make sure that you tailor each application for the company you are applying to; the employers will expect that you have clear reasons for why you have chosen to apply to them.

You need to also consider whether the company will also support your professional development in gaining your Chartered (CEng) or Incorporated (IEng) Engineer qualifications.

Professional Qualifications – CEng and IEng

Gaining professional qualifications of chartered engineer (CEng) or incorporated engineer (IEng) is the next step for many graduate engineers entering the industry. It is important for you to know about these qualifications as when you are looking at prospective employers, you can assess what they are offering in terms of accredited training and at interview you will demonstrate that you have a commitment to becoming a professionally minded and qualified engineer.

Look on the Engineering Council UK’s website for the list of professional engineering institutions www.engc.org.uk

Employers will expect more as you are a graduate. So what are employers looking for in a graduate member of staff?

Employers want:

- Communication skills – including being able to deliver presentations, communicate with people at a range of levels or deliver technical information to people from a non technical background.
- Teamwork – What you would do to help a team of people work together better
- Enthusiasm – Are you enthusiastic and easy to work with?

- Motivation – Need to know what drives you to want the job in their organisation
- Initiative – Are you a self starter, able to work without constant supervision?
- Leadership – Can you effectively lead a team of people or a project?
- Commitment – Can you be depended on in critical situations and follow work through to completion?
- Interpersonal skills
- Organising – Can you manage your time effectively? How do you plan your work and how do you handle unplanned work or a crisis?
- Multitasking - Are you able to effectively work on more than one project at a time and prioritise your workload effectively?
- Problem Solving – What are you like at thinking logically about a problem and coming up with workable solutions?
- Working to targets – Can you complete a task/project on time, within budget and within the project parameters?

Competency Based Applications/Interviews

Competency based interviews can be referred to as Evidence Based Interviewing. The word competency refers to skills that are necessary for a candidate to actually do the job effectively. It is asking you to draw on your past experience and give real examples of how you have tackled a situation

The key to this type of interview is to be able to identify the skills for the position and match them to your own and then give evidence of when you have utilised the skills in real situations.

Many larger organisations have on line applications, where the questions have a 150 word limit. Make sure you understand the competencies the employer actually wants you to demonstrate and structure your response so that you present the situation that demonstrates the skill sought, the task completed your actions and the final result.

The STAR approach for competency questions is useful

S	Situation	e.g. where were you working and when
T	Task	e.g. what was the objective
A	Activity	e.g. what actions did you take to achieve this
R	Result	e.g. what happened as a result of your actions

Useful websites on competency based interviews:

http://www.blueskyinterviews.co.uk/int_art10.htm

<http://www.howtobooks.co.uk/employment/interviews/competency-based.asp>

Assessment Centres

If you are invited to an assessment centre, that is **GOOD**, it means that the employer is impressed and likes what they have seen so far and thinks you have potential.

Employers each have their own way of running these days but normally they are made up of a number of all of the following:

1. Interview – At a second interview the employer may push you further on technical aspects. It is more than likely the employer will have notes from your first interview and will have follow up questions.
2. Psychometric /Aptitude Tests – There are many web sites on these tests. Listed below are just four for you to look at

<http://www.shldirect.com>

<http://www.targetjobs.co.uk/general-advice/assessment-centres.aspx>

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Applications_CVs_and_interviews/Tests_and_exercises/Assessment_centres/p!eeXpllc

<http://www.michaelpage.co.uk/content/15545/assessment-centres-tips-and-advice.html>

3. In-tray or e-tray exercises – The scenario could be that you are a new manager and you will have to go through the in-tray of reports, faxes, emails, memos. You will have to make decisions regarding prioritising, delegating tasks and recommending action. This exercise is to test your ability to handle complex information within a limited time.
4. Case Studies – This is similar to the in-tray exercise but it involves a situation which you need to assimilate and then either give a written or verbal report making recommendations. You are being tested on your ability to analyse and communicate your solutions
5. Presentations - You may be asked to prepare a presentation in advance of the assessment day. Brush up on your presentation skills the website below does have some useful tips:
http://www.presentationhelper.co.uk/Essential_Presentation_skills.htm
6. Group Activities/Discussions – This may be a practical task such as building a bridge out of straws to move a small object from one table to another. It could be a discussion on a news item that may affect the company. The employers are

looking for verbal communication – negotiating, persuading, problem solving and planning skills. Good team work is about co-operation and therefore listening to others and building on their ideas is important and assessors will give credit for this. Do not shout people down, it is not a good way to communicate.

Tips from Students on Assessment Centre Days

1. When you get to the assessment day find a student that you think you may get on with and talk to them, they will not know anybody there and it is always better to have support at this sort of thing.
2. Be nice, smile and people will warm to you and it makes you look confident, even if you don't feel it.
3. Look smart it will make you feel better and will create the correct impression.
4. You may be nervous but eat and drink a little and often to keep your energy level up.
5. Don't dominate the interviews or group exercises, but don't stay in the background.

You can do well in an assessment day by being a good all rounder.

Job Interview Techniques

It is important before a job interview to think about all the reasons why you are attending and what you have to offer the organisation. You should be ready to discuss short and long term career goals in general terms and also need to understand the job you are applying for and the skills required for the position.

You must research the job prior to interview and familiarise yourself with the following:

- History of the company
- General information about their services/products/aims
- Major competitors

The types of questions you can expect to get at an interview are below, many of which you can prepare before hand, giving specific examples from your degree, work or outside interests.

1. Opener' questions
2. 'Behavioural' questions
3. 'Motivation' questions
4. 'Fit' questions
5. 'Negative' questions
6. 'Brainteaser' questions
7. Your questions!

You should also make sure that you prepare at least 3 questions for the panel, at the end of your interview. This is your opportunity to find out more about the role and the company you could be working for. However, **be careful** - you should **NOT** ask about things you could have found out yourself from the website. You should also not discuss salary packages or general terms and conditions of the role, such as holiday entitlements.

You can get support on preparing for Interview from your Employability Coordinator.

Technical Interview

Before the interview:

- Give consideration about your technical strengths and preferences and about any projects and difficult assignments you have done.
- Revise parts of your degree that are relevant to the position you have applied for
- Summarise a project/assignment, what it was about, the overall aim, how you approached it, what problems you faced and how you overcame them and the final outcome.

Employers will be looking for enthusiastic candidates who can analyse, problem solve and enjoy the technical challenge.

A technical interview will give an employer the opportunity to probe and draw out experience and knowledge to indicate how well an applicant will match with the role the employer has. This may be a daunting experience, but well practiced interviewers will put a candidate in their own comfort zone and talk about a familiar subject should as a final year or a group project. These discussions are important to the interviewer as he or she can gauge how well a candidate explains technical concepts.

A candidate may be asked to look at engineering drawings to explain the basic components and operations around the drawing as some people feel more comfortable and will open up as it provides a different focus.

The important thing is to show a basic understanding of technical concepts and to apply these in a practical way to problems or situations.

If you can't answer a question immediately you can stall the interviewer by asking him to clarify the question to give you a little more time to get your brain into gear. However, don't waffle it is much better to say you don't know but will give it consideration after the interview and allow the interviewer to move on.

Remember at interviews answer the question posed to you. Do not ramble on about some unrelated subject just to fill the time.

A technical interview is giving you the opportunity to showcase your engineering knowledge by being able to apply this knowledge to actual engineering problems. Employers are looking for candidates who can work things out for themselves and therefore demonstrate flexibility and enthusiasm for their subject.

For support on applying for graduate vacancies your Employability Coordinator will be providing a range of sessions to help you develop your:

- CV
- Covering Letter
- Application Forms
- Interview Technique

There will also be further opportunities to network with Engineering companies on campus and find out more about graduate vacancies available and what to expect from the application process.

ENGINEERING WEB SITES

Some web sites for Information, contacts, advice, vacancies

Verbal and numeric testing <http://www.shldirect.com>

Verbal and numeric testing <http://www.psl.co.uk/practice/>

Personality test <http://www.peoplemaps.com/questionaire.php>

Prospects Graduates and Students web site <http://www.prospects.ac.uk/>

Target jobs for civil students <http://targetjobs.co.uk/civil-engineering/>

Target for construction students <http://targetjobs.co.uk/construction/>

Target for aero, mechanical students <http://targetjobs.co.uk/engineering/>

Hobson's Graduates and Students web site <http://www.get.hobsons.c.uk>

Graduates and students web site <http://targetjobs.co.uk>

Specifically Engineers Graduate careers website www.gradcracker.com

Graduate careers website www.mikround.com

Graduate careers website www.reed.co.uk/graduate

Graduate careers website www.graduate-jobs.com

Motorsport Academy Recruitment <http://www.motorsportacademy.org/careers/>

Motorsport Industry Careers Guide <http://www.the-mia.com/Motorsports-Careers>

Kingston University Careers and Employability Service www.kingston.ac.uk/careers
OneStepJobs <http://www.techxtra.ac.uk/onestepjobs/>

The Institution of Engineering and Technology <http://www.theiet.org/>
The Career Engineer <http://www.thecareerengineer.com>

Auto Industry <http://www.autoindustry.co.uk/>
Autosport <http://www.autosport.com/>
The Motorsport Industry Association <http://www.the-mia.com>
The Society of Motorsport Manufacturers and Traders Ltd <http://www.smmmt.co.uk>
Fisitajobs.com – jobs for the automotive industry <http://www.fisitajobs.com/>

The Society of British Aerospace Companies <http://www.sbac.co.uk>
Flight Group <http://www.flightglobal.com/>
British National Space Centre <http://www.bnsc.gov.uk>

The institution of Mechanical Engineers <http://www.imeche.org.uk/>

**CONTACT INDUSTRIAL PLACEMENT
OFFICER FOR FACULTY OF
ENGINEERING ON**

engineeringplacements@kingston.ac.uk

&

**Your Employability Coordinator for the
Faculty of Engineering on**

c.sercombe@kingston.ac.uk

Research Methods Advice for Projects

Creating your good quality group or individual project

Remember the principles discussed in the Level Four Professional Practice lectures:

1. Use **GOOD QUALITY** information- remember garbage in, garbage out. Make sure you use the databases the LRC supplies for you. **Science Direct** and **Proquest Science Journals** are good starting points for full text information which has been written by experts and peer reviewed.

Subject specific databases are also available (for example, the **ICE Virtual Library** for civil engineers; the **Aerospace and High Technology** database for aeronautical engineers).

You can find all these – and many more – in the engineering e-resources section of the library pages on StudentSpace. Always access our databases via go.kingston.ac.uk to make sure you are authenticated as a Kingston student before you search for information.

2. **EVALUATE** the information you include in your group and individual projects – the CARS checklist will help.

Think about the **Credibility**, **Accuracy**, **Reasonableness** and evidence of **Supporting** information to back up the author's points.

3. **CITE** and **REFERENCE**: every time you use someone else's idea in your work, you need to include an in-text citation next to it.
 - Each citation needs to be accompanied with a reference which gives more detail about the citation. References are listed at the end of your text, filed in alphabetical order according to the name of the author.
 - 'Ideas' includes sources of information such as diagrams, pictures, figures, photographs, dissertations etc, as well as text books and journal articles. They all need an in-text citation and a reference at the end of your work.
 - The Faculty of Engineering Harvard style citation and referencing guide in StudentSpace gives guidance on citing and referencing all these sources and many more.

The basic rules of in-text citation - there are two elements to citations:

WHO - wrote the item (surname of author/editor only)

WHEN - they wrote it

Citing a textbook by one author (Stephen Morris,) written in 2006:

Morris (2006) stated that Visual Basic had evolved quickly into an object-oriented programming environment.

OR - if you chose not to include the author's name in your text:

Visual Basic evolved quickly into an object-oriented programming language (Morris, 2006).

- Make sure you write the 'when' element of the reference as close as possible to the 'who' element.
- These two elements are needed whatever type of material you are using (hard copy or electronic).
- If you cite a direct quotation (using the original author's exact words in your work), you need to add a page number after the date of publication
- For two or three authors, list all their names in your citation, copying the order of the surnames as they are written in your source of information.
- For four or more authors, write the name of the author which comes first in your source of information, followed by et al. ('Et al.' is an abbreviation of the Latin phrase 'et alia' and means 'and others.')
- Web sites often do not have a personal named author – use the name of the organisation which produced the information. If there is no organisational author, use the title of the webpage as the author.
- If you cannot find an author/editor of any kind, use (Anon.): you may want to think about the academic credentials of information which has no identifiable author.
- If you cannot identify a date, use (no date). Again, consider the academic credentials of information which has no identifiable date.
- If some of the specified information required for a Harvard-style reference is not available, you cannot include it – but most information which is suitable for inclusion in academic work will provide these details.

References - there are four elements to include in your end of text references:

WHO - wrote the item

WHEN - they wrote it

WHAT - they wrote (e.g. book title, journal article)

WHERE - the item can be found –the contents of this portion of the citation vary, depending on what sort of an item you are referring to.

Referencing the textbook by Morris referred to above:

Morris, Stephen (2006) *Visual Basic 2005 made simple*. Elsevier: Oxford.

Referencing a journal article (available in hard copy):

Hsu, K-S, Cheng, M-Y, and Her, M-G.(2004) "Implementation of a virtual tennis entertainment system with haptic behaviour". *Proceedings of the Institution of Mechanical Engineers: Part C Journal of Mechanical Engineering Science*, 218(3), pp. 345-355.

Referencing a web page with a personal author:

Benson, T.(ed.) (2007) *Beginners guide to aerodynamics*. Available at: <http://www.lerc.nasa.gov/WWW/K-12/airplane/bga.html> (Accessed: 11 September 2009).

- References are listed at the end of your assignment, with all types of resources listed together.
- List your references in alphabetical order, by the first author's surname (family name) or the name of the organisation if the author is an organisation.
- Do not number or bullet-point your references.
- If more than one work has been published by an author, list them by date, with the earliest first.
- If more than one work has been published by the same author during one year, then list them by letter: (2005a) (2005b) etc. If you cannot identify a date, use: (no date).

More help for citation and referencing:

- Faculty of Engineering Citation and Referencing leaflet on StudentSpace (go.kingston.ac.uk>library>referencing>Faculty of Engineering >click on 'Harvard referencing for engineering students'.

- Pears, Richard and Shields, Graham.(2008) *Cite them right: the essential referencing guide*. Newcastle upon Tyne: Pear Tree Books. You can borrow *Cite them right* from any Study Skills Collection in the LRCs. It is shelved at 808.027 PEA.
- ***Online Cite them Right:*** The e-version of Cite them Right is now available from StudentSpace> Library > Referencing: The link is below:
<http://student.kingston.ac.uk/C13/C12/Referencing/default.aspx>

Bill Downey (downey@kingston.ac.uk)

Karen Butcher (k.butcher@kingston.ac.uk)

The Academic Skills Centres at Penrhyn Road (Galsworthy Building) and Roehampton Vale. Up to date contact information and opening hours are posted on StudentSpace.

Looking after yourself

Everyone experiences periods of stress in their life. Studying and undertaking paid work can be one of those times. The next three pages aim to provide a quick guide in helping you look after yourself in the event of increased stress as well as close student friends.

Do think about:

- Have there been any significant changes in appearance (e.g. weight loss/gain, decline in personal hygiene)?
- How does one sound (eg flat, agitated, very quiet, very loud)?
- Has the personal mood recently changed a lot previous experiences (e.g. moods very up and down, miserable, sad, anxious, tired a lot)?
- Have others expressed concern?
- Have there been recent changes in behaviour, course work, and/or sociability (eg doing too much work, not socialising as much as usual. Has withdrawal from social contact happened?
- How long has this been going on? Everyone can have bad days but it is when the difficulty lasts for weeks and months that there may be a problem.

If you need to speak to someone, contact Catherine Cole on c.cole@kingston.ac.uk or Health and Counselling on 020 8417 2172 (PR) or 020 8417 5555 (KH).

Useful Support Lines

Addiction Support and Care Agency: 020 8339 9899
(Advice and counselling, www.addictionsupport.co.uk)

Autism Helpline: 020 7833 2299 (Advice and information, www.autism.org.uk)

Community Drug and Alcohol Team: 020 8336 8911 (Advice and treatment)

Cruse: 0870 167 1677
(National bereavement care helpline, www.crusebereavementcare.org.uk)

Dental Services: www.nhs.uk/NHSEngland/AboutNHServices/dentists

Drinkline: 020 7264 0510
(National helpline Re. alcohol issues, www.alcoholconcern.org.uk)

Eating Disorders Association: 0845 634 1414
(Advice and support, www.edauk.com)

Everyman Helpline: 020 7263 8884 (www.everymanproject.co.uk/helpline.html)
(Counselling for men who are worried about their anger, aggression or violence)

Gender Trust: 0845 231 0505
(Advice and support for transsexuals and people with gender issues, www.gendertrust.org.uk)

Info about Drugs: 0800 776 600 (www.talktofrank.com)

Kaleidoscope: 020 8549 2681 (Advice, treatment and counselling Re. drug use)

Kingston Bereavement Service: 020 8547 1552 (Counselling for bereavement)

Kingston Health on Call: 08456 010 909 (Out-of-hours medical advice)

Kingston Women's Centre: 020 8541 1941
(Advice and Counselling)

London Gay and Lesbian Switchboard: 020 7837 7324
(Advice and information, www.queery.org.uk)

London Women's Aid: 0808 200 0247
(Domestic violence helpline, refuge -www.womensaid.org.uk)

Magic Roundabout: 020 8974 9252 (Young people, advice and help, emergency contraception)

The Mankind Initiative: 01823 334 244 (Support for men being abused and support for female abusers, www.mankind.org.uk)

MIND: 020 8255 3939
(Information and advice around mental health, www.mindinkingston.org.uk)

Muslim Women's Helpline: 020 8904 8193
(Confidential service for all Muslim Women 020 8699 1887)

National AIDS Helpline: 0800 012 322
(Advice and information)

National Debt Line: 0808 808 4000
(Advice on dealing with debt problems, www.nationaldebtline.co.uk)

National Self Harm Network
(www.NSHN.co.uk, email info@NSHN.co.uk)

NHS Direct: 08 45 46 47
(For health advice, www.nhsdirect.nhs.uk)

Police Community Safety Unit, Kingston: 0300 123 1212 (24 hours)
(Re. domestic violence, racial crimes, homophobic crimes)

RASASC: 020 8683 3300
(Help and support for women who have been sexually abused or assaulted, www.rasasc.org.uk)

Rethink Natural Advice Line: 020 8974 6814
(Mental health advice, Mon–Fri, 10–3)

Samaritans Kingston: 020 8399 6676 (24-hour crisis counselling,
National 08457 909 090 www.samaritans.org)

Saneline: 08457 678 000
(Emotional support and information, 2pm to midnight, www.sane.org.uk)

Students Against Depression: (www.studentdepression.org)

University Counselling Service: 020 8547 7172
(healthandcounselling@kingston.ac.uk)

Victim Support, Kingston: 020 8547 3202
(Advice and emotional support for victims of crime, www.victimsupport.com)

The Wolverton Clinic: 020 8974 9331
(Sexual health advice and treatment, emergency contraception,
[www.kingstonhospital.nhs.uk/
kh2/p-services-detail.php?c=&menu=r&t=Service/Dept/Unit&o=&sid=1175](http://www.kingstonhospital.nhs.uk/kh2/p-services-detail.php?c=&menu=r&t=Service/Dept/Unit&o=&sid=1175))

Symptom	Possible reason	What to do
Withdrawal, denial, shock, anger, irritability, short fuse, short tempered, non attendance, withdrawal, fear, pain, ignoring emails.	Depression, Bereavement, Anger, Alcohol & drug use, PTSD	Seek GP support or use the drop-in and counselling service at the university (Penrhyn Road or Kingston Hill campus).
Procrastination, work block, difficulty coping with exams, difficulty with concentration, insomnia, difficulty relaxing, avoiding meetings, lack of eye contact, sarcasm, ignoring emails.	Anxiety, low self esteem, lack of confidence/ assertiveness depression, panic attacks, phobias	Access support services. Possibly GP [anxiety, panic attacks, insomnia], counselling service [low self esteem, depression, assertiveness], mental health advisor [anxiety, panic attacks] either drop-ins or assessment. Student union advocacy service [avoiding meetings, lack of eye contact, sarcasm, ignoring emails].
Demanding, tearful, wanting to leave course.	Separation , homesickness, low self esteem, anxiousness, loneliness	Access support services if appropriate such as counselling, student union mentoring scheme, topical groups run at Health & counselling.
Evidence through written work e.g. poor grammar and spelling, confused or 'jumbled' writing, a marked difference between verbal and written ability. Reporting reading difficulty, headaches.	Dyslexia, eyesight issues	Seek the advice and support of the DDSS. Go to a drop-in session or contact them by e-mail or telephone to make an appointment. They offer screening appointments where students can be referred to an educational psychologist or suitably qualified professional for a full assessment. The University can provide funding for this.
Defensiveness, lack of confidence avoiding eye contact, avoiding meetings, secrecy, evasiveness, vagueness, meaningless, pointless, too difficult.	Self esteem, eating disorder and self injury issues	Access support services if appropriate. GP [Eating disorder, Self injury], counselling [all], mental health advisor.
Secrecy, evasiveness, embarrassment.	Sexuality, sexual health issues	Access support services if appropriate such as counselling, GP for sexual health issues.

Other Information



burnt out?

Confidential listening,
support and information
for students

Open every night of
term,
6pm - 8am

Students there for
students

020 7631 0101

listening@nightline.org.uk

Free calls on Skype,
or talk to us online via
our website

www.nightline.org.uk

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Are you a good listener?
Can you commit to just
3 nights a term helping
other students in London?

For more information email
volunteer@nightline.org.uk

night line



Want to represent your fellow students?

Want to play a part in the decision making process of the University?

Want to build skills and experience?

Become a course representative and help ensure all students have a say on issues affecting their education.

For more information visit
www.kusu.co.uk/course reps

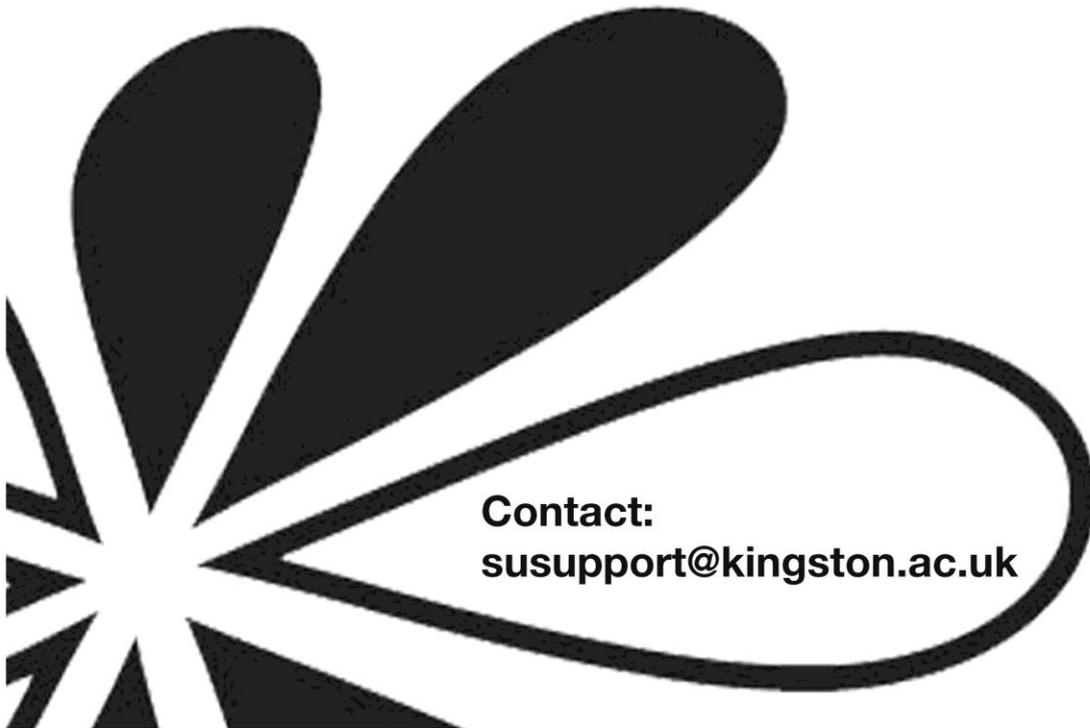
or email
course reps@kingston.ac.uk





We're here to help and represent you with:

-  Disciplinary Hearings
-  Academic Issues and Appeals
-  Complaints
-  'Notice to quit' from halls and University



Contact:
susupport@kingston.ac.uk



need advice on...

tax

legal issues

**consumer
issues**

employment

accommodation

Contact **Jackie** at:
j.terry@kingston.ac.uk
+44 (0)20 8417 7088

Or call in and see her in the
Students' Union on a Tuesday,
Wednesday or Thursday



Accounting and Finance, Afro-caribbean, Ahlul Bayt, Alternative Music, Amnesty International, BAR,

Life Drawing and Art, Living Word, KU:Music, Neighbours, People and Planet, RadSoc, Scandinavian, Sikh, Turkish, United Nations, Wine

SOCIETIES

Generating friendship, fun and passions



Whatever your interests, there's a society for you!



For more information:

VP Activities on
activities@kingston.ac.uk
020 8547 8883

International, Pharmacy, Exploration of Space and Development, Lesbian-Gay-Bisexual-Trans,

Catholic, Cheerleading, Chess, Circus and Juggling, Christian Union, East African, Entrepreneurs, Film and Culture TV, French, History, Islamic

American Football, Athletics, Badminton, Basketball, Boat, Boxing

Windsurfing

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Volleyball,

Tennis,

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Cricket,

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Hockey,

Jitsu,

Karate,

Karting,

Kayak



Whatever sport
you love, we
have it for you!

For more information:

Contact Susie on
s.finnis@kingston.ac.uk

020 8547 8830

or

VP Activities on
activities@kingston.ac.uk

020 8547 8883



Mountainneering, Netball, Rugby, Sailing, Ski & Snowboarding

Volunteering

Kingston University Students' Union
Making Life Better for Kingston Students



Mentor a vulnerable child

Lead your own project

Promote environmental issues and sustainability

Assist in a local school



Help with one-off charity events

volunteering@kingston.ac.uk
www.kusu.co.uk/volunteering
0208 417 2548



What is EnASC and CASC?

- Support by students for students
 - CASC is based at Penrhyn Road
 - Civil and Construction
 - EnASC is based at Roehampton Vale
 - Aero/Astro/Aviation/Mechanical/Motorcycle/Motorsport
-
- Opening from mid October (Teaching Week 3 (TW3))
 - Every lunch time at Penrhyn Road in JG0004 (11-3pm)
 - Mon, Wed, Thurs and Fri Roehampton Vale , 2nd floor next to canteen (12-2pm) Tuesday LRC (12 – 2pm)
 - Students attend with an assignment they are working on
 - Advice is given on academic and mathematical skills
 - A registration sheet and notes of the advice is completed for both the student and the centre



English Language Development 2010 – 11 Semester 1

Faculty of Engineering

Postgraduate Engineering	1 - 11	Tuesday	5 - 7	RV MN 18
Undergraduate Engineering	1 - 11	Wednesday	1.30-3.30	RV HW 2004
Postgraduate Engineering & CISM (A)	3, 4, 5	Thursday	4 - 6	PR JG 1010
Postgraduate Engineering & CISM (B)	6, 7, 8	Thursday	4 - 6	PR JG 1010
Drop in tutorials	1 - 12	Tuesday	1 – 3	JG0004
		Thursday	11 – 1	
		Friday	11 - 1	

‘Open’ Courses - Penrhyn Road Campus

COURSE	WEEKS	DAY	TIME	PLACE
Academic Reading & Critical Thinking	1 - 5	Monday	1 - 3	JG3013
Critical Writing: Finding Your Voice! (A)	7 - 9	Monday	1 - 3	JG3013
Critical Writing: Finding Your Voice! (B)	10 - 12	Monday	1 - 3	JG3013
Communication Skills: Language Lab (A)	1 – 5	Monday	1 – 3	MB 316
Communication Skills: Language Lab (B)	7 - 11	Monday	1 - 3	MB 316
Postgraduate Writing Workshop	1 - 11	Monday	4 - 6	JG1006
Presentation and Seminar Skills (A)	1 – 5	Tuesday	4 – 6	JG2006

Presentation and Seminar Skills (B)	7 - 11	Tuesday	4 - 6	JG2006
Write a Great Report! (A)	1 – 5	Wednesday	2 – 4	JG3009
Write a Great Report! (B)	7 – 11	Wednesday	2 - 4	JG3009
Write a Great Essay (A)	1 – 5	Wednesday	4 – 6	JG1006
Write a Great Essay (B)	7 - 11	Wednesday	4 - 6	JG1006
Advanced Grammar (1)	1 - 5	Wednesday	4 - 6	JG1006
Advanced Grammar (2)	7 - 11	Wednesday	4 - 6	JG1010
Using Sources Effectively	8 - 12	Wednesday	2 - 4	JG2006
Vocabulary & Academic Style (A)	1 – 5	Wednesday	4 – 6	JG3009
Vocabulary & Academic Style (B)	7 - 11	Wednesday	4 - 6	JG3009
Listening&Speaking: Cultural/Current Topics(A)	1 – 5	Friday	1 – 3	JG3009
Listening&Speaking: Cultural/Current Topics(B)	7 - 11	Friday	1 - 3	JG3009

English Language Credit – Bearing Modules

*KL1918 :Intermediate students - academic	1 - 12	Tuesday	4-5.30	JG1010
		Thursday	4-5.30	JG3009
*KL2918: Upper intermediate students-academic	1 - 12	Tuesday	4-5.30	JG2003
		Thursday	4-5.30	JG5008
*KL2928:Upper intermediate - professional/social	1 - 12	Tuesday	4-5.30	JG3013
		Thursday	4-5.30	JG1006
*KL3928: For advanced students - academic	1 - 12	Tuesday	4-5.30	JG5009
		Thursday	4-5.30	JG1003

You must also be able to attend both classes (i.e. Tuesdays **AND Thursdays)*

TO JOIN A COURSE or MODULE

Come to an Enrolment Session at Penrhyn Road:

Friday 24th September 11am or midday in Penrhyn Road, JG3014

Tuesday 28th September 10am Penrhyn Road, JG3014

Wednesday 29th September 1pm Penrhyn Road, JG3014

Or go to: *Student Space – International Students – English Language Development.*

Complete the enrolment form and send it to els@kingston.ac.uk.

Then just go along to the first class.

All classes start during the week beginning Monday 27th September

Once you have enrolled, please go along to your first class.

To check if you are in a class, go to Student Space - International Students – English Language Development.

Or look at the class lists on the notice board outside T707, Tower block, Penrhyn Road.

Class lists will be available from 1st October.

IF YOU HAVE ANY QUESTIONS:

Go to *StudentSpace - International students - English Language Development*

You will find descriptions of the courses & information about the English Language Development Programme or contact Paul Booth: e-mail P.Booth@kingston.ac.uk Room 808 Tower Block, Penrhyn Road

Kathryn Richardson: e-mail K.Richardson@kingston.ac.uk Room T710 Tower Block, Penrhyn Road.

