

Personal Tutoring Bulletin

Queen's University Belfast

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Bulletin 8

MyFuture Online Career Management System for Queen's Students

MyFuture is a new online Career Management tool which tailors careers support to the interests of the student. The system links to QSIS and will take account of their discipline, level of study and any personal preferences that they may specify. They will then be able to book appointments, receive details of jobs, events and other supports that are relevant to them. The system will be launched at the start of the new academic year. Students will be able to access the system directly using their Queen's Student Number and Password at www.qub.ac.uk/myfuture or by clicking on the link on the careers homepage.

The screenshot shows the MyFuture website interface. At the top left is the Queen's University Belfast logo. The main header features the 'myfuture' logo with the tagline 'Careers, Employability & Skills'. Below this, there are two main sections: 'Log In' and 'Register'. The 'Log In' section prompts the user to enter their username (email address) and password, with buttons for 'Go', 'Reset', and 'Forgot Password'. The 'Register' section prompts the user to register for a new account with a 'Register' button. To the right of the registration form is an image of a computer monitor with a hand cursor pointing at it. The text 'software by simplicity' is visible in the top right corner of the interface.

The screenshot shows the 'Welcome to MyFuture' page. It features a blue header with the text 'Welcome to MyFuture' and a brief description of the system. Below this, there is a section titled 'See below an overview of some of the excellent careers tools available within the system.' This section contains a list of tools on the left and a detailed description of the 'CV Builder and Letter Writing Tools' on the right. The tools listed include: Employer Events, Appointment Booking, Jobs and Internships, Extended Job Search, Careers Workshops, and Employer Profiles. The 'CV Builder and Letter Writing Tools' section describes how to create great CVs and cover letters, mentioning 'Enhanced CVs and Cover Letter Builder' and 'cutting edge documents'. It also mentions 'starter' CVs and the ability to save CVs as PDF/Word docs or generate a web URL.

What's On at the SGC?

The Student Guidance Centre has been extended to create a new **SGC Hub** in the former Queen's Bookshop unit. This will provide a space where students can interact with employers, staff and external speakers in a variety of formats. The Hub can accommodate more than one activity at a time and has already hosted some Erasmus, Widening Participation and Careers events over the summer.

Representatives from all Schools will be invited to an introduction to the Hub 11-12 on the 15th or 16th of September.

All services at the SGC advertise workshops, appointments and other events on their webpages.

Careers Events & Fairs:

Students can now book into events via www.qub.ac.uk/myfuture. Examples include:

- Autumn Careers Fair
- Go Global Week
- Study Tours
- Guidance Appointments
- Careers Workshops

Learning Development Events:

- All Semester 1 events are advertised to students at www.qub.ac.uk/lds

Student Support:

- "Mind Your Mood": 10th of October - Launch of Student-led Workshops. Mindyourmood@qub.ac.uk



SUMMARY REFERRAL ACTION CHART

Personal Tutor Action	Examples of possible referrals.
Academic difficulty	
<ul style="list-style-type: none"> • Listen • Establish that the issue falls within your remit • If outside your remit, refer to appropriate specialist support • If the issue falls within your remit, make suggestions as appropriate 	<ul style="list-style-type: none"> • Student is academically “at risk” – Adviser of Studies (speed of referral is important) • Specific issues relating to module, course or academic regulatory matters must be referred to the Adviser of Studies • Difficulties with an element of a module – Module Coordinator or lecturer • Student requiring individual support with a fundamental academic skill (e.g., essay writing, referencing, time management, exam preparation, maths and statistics) – refer to the Learning Development Service: Student Guidance Centre 9097-3618, lds@qub.ac.uk, www.qub.ac.uk/lds • International Student Support 9097-3899, iss@qub.ac.uk (Please note, Personal Tutors must not get involved in any discussions regarding visas)
Personal difficulty	
<ul style="list-style-type: none"> • Listen • Offer help through referral • Refer with student’s agreement <p>(Also see “Staff Guide to Student Care” on Page 45 of the Guide for Personal Tutors)</p>	<ul style="list-style-type: none"> • Staff queries about student well-being issues or concerns – Student Affairs Office 9097 - 2806 • Counselling Service Appointments – Freephone 0808 800 0016 email gubstudents@carecallwellbeing.com Outside of 9-5 on Monday to Friday, students can avail of 24 hour telephone counselling support on Freephone 0808 800 0016 • University Health Centre (Lennoxvale, 9097-5551) • SU Education & Welfare Adviser: academic progress/appeals and accommodation issues (Agnes Crawford, 9097-1135 or agnes.crawford@qub.ac.uk.) • SU Advice Centre Manager and Financial Adviser (Connie Craig 9097 1049 connie.craig@qub.ac.uk) • Disability Services (9097-5250) disability.office@qub.ac.uk • International Student Support – including issues relating to visas, culture shock, cultural difficulties, homesickness (9097 3899, iss@qub.ac.uk)
Careers and Employability matters	
<ul style="list-style-type: none"> • Listen • Suggest student seeks specialist advice • Refer with student’s agreement 	<ul style="list-style-type: none"> • Careers, Employability and Skills provides help with all career development matters including: career guidance, employer information, employment options (part-time, vacation, placement and graduate), career implications of module choices and programmes/opportunities to develop employment skills and further study options. Students can be referred to Careers at the Student Guidance Centre or the online services at www.qub.ac.uk/careers and www.qub.ac.uk/myfuture. • School Placement Officer, where relevant, for placements that are internally organised within a course • Exchange and Study Abroad team: Advice on opportunities to study abroad under the Erasmus, University Exchange and Study USA programmes. Ext 5255, email erasmus@qub.ac.uk, website www.qub.ac.uk/erasmus • Students’ Union Enterprise: Advice on starting a business and other enterprise and employability opportunities. Ext. 1065 or enterprisesu@qub.ac.uk • Students’ Union Volunteering Opportunities: Ext. 3951 or volunteer@qub.ac.uk
Financial difficulty	
<ul style="list-style-type: none"> • Listen • Suggest student seeks help • Refer with student’s agreement 	<ul style="list-style-type: none"> • Student Guidance Centre (Income and Student Finance) (9097-2767) • SU Advice Centre Manager and Financial Adviser – including advice regarding loans, fees and hardship funds (Connie Craig 9097 1049 connie.craig@qub.ac.uk) • SU Money Management Adviser – including advice regarding overdrafts, arrears payments and budgeting (Debbie Forsey 9097 1166 d.forsey@qub.ac.uk)