

Careers Workshops – City, University of London

TERMS & CONDITIONS EMPLOYERS:

Our employer-led skills workshops should cover topics from working out which careers would suit students, helping them perfect their job application skills and harnessing social media in their job search.

Recommended areas of delivery could include the following:

As part of our 2019-20 Programme, we are particularly keen to hold sessions which focus on Confidence Building, Communication, Resilience, Digital Skills and Commercial Awareness. So please do get in touch if you feel you can offer sessions on these areas, or if you would like to discuss ways you can contribute.

Other topics for workshops have included:

Teamworking, Leadership, Entrepreneurship, CV/Application writing, Succeeding in Interviews and Assessment centres, Passing Psychometric and Online tests.

Typical topics for 'mock' events include: Interviews, Case Studies, CV clinics/drop-ins, Assessment Centres.

Aim

1. These sessions should support students to reach graduation with the transferrable skills employers require in order to succeed in the world of work.
2. They can also provide valuable insight for our students, hearing directly from employers about how to stand out from the crowd and make competitive applications.
3. The purpose of these sessions is not for recruitment, but rather an opportunity to increase your profile at City, University of London and to raise awareness of your sector with those who may not have considered it before.
4. Sessions are open to all students, from any department and specialism, however, you can work with the Employer Engagement Team should you require a bespoke session targeting a select cohort and/or year group. We can promote your event to particular groups, but the attendance must remain open to all.
5. There is a small charge* to deliver skills workshops. The Employer Engagement team will advertise and promote the event, book a room, handle all logistics for you and take bookings for you.

Approach

1. Feedback from students has consistently highlighted that skills workshops with interactive elements are the most useful and popular, so we encourage this approach. You are welcome to use examples from your company/organisation and experience, and those attending value this sort of real-world industry experience.
2. There is no set structure for these sessions, so you are welcome to tailor sessions you may already have in place as part of your outreach programme. However, we ask that you use only five minutes at the start or end of your workshop to promote your company, and that you try to allow time for a Q&A at the end.
3. Sessions should last between 1 – 2 hours.
4. A member of the Employer Engagement team will meet you before the event starts, and we request that you provide us with any slides/presentation materials at least three days in advance of your session.

Cost

1. All workshop proposals will need to have a completed booking form - <https://careershub.city.ac.uk/employers/Form.aspx?id=638117>
2. ***Workshop Packages:** City charge a nominal admin fee to host workshops on campus. We are also keen to know how competitive City students and alumni are in the graduate labour market so that we can continue to support our students' career aspirations as best we can. We are therefore interested to know of any historical recruitment data you might have pertaining to City students; if you are able to share City recruitment data with us you will receive a 50% discount off hosting a workshop.
 - Workshop with recruitment data provided: £50 + VAT
 - Workshop without data: £100 + VAT

Booking forms

1. All employers must provide details of their company and other materials which will be used in our printed guides, both in print and digitally.
2. Confirmation of your booking will be sent once the form submission has been received
3. In the event of an employer giving written notice of their intention to cancel on the day of the event, City, University of London reserves the right to charge for the session at full price.
4. Regrettably no refunds on bookings can be offered for cancellations one month before the workshop or failure to attend on the day.
5. Cancellations made over 1 month before the session are subject to 50% charge of their booking
6. City, University of London reserves the right to cancel the workshop should it consider this necessary. In this event all application fees will be refunded. The exhibitor agrees to waive all other claims including.

Workshop Set up

1. Joining instructions will be sent prior to your session/workshop, at least two weeks before.
2. Presenters will have access to the venue 15 minutes ahead of the start on the day of the session to set up if applicable.
3. We do provide onsite security but can take no responsibility for loss or damage to individual items.
4. The dedicated contact in the Employer Engagement team will meet you prior to the session and help you set up and provide you with student registers.
5. After the session, feedback forms will be given to all attendees and the team will also ask you for feedback in order to help improve the service.
6. We convert all materials in PDF format before sharing this with students after your session. Please let us know prior to delivery if you don't want us to disseminate.
7. City, University of London reserves the right to remove any items that are presented outside of the assigned area for health and safety reasons.

Recording and data protection

Please note, where possible, we try and make all workshops accessible and encourage lecture capture. However, we will need your consent to record this. The guidance and policy are below for you to review.

If you consent, we will need you to give permission for the recording of your session in writing.

- You give permission for City, University of London to record your lecture/presentation(s), record any slides or visual material you show during your lecture/presentation(s), and upload the recording(s) to the lecture capture server.
- You agree before commencing the lecture/presentation(s) to notify everyone present that a recording is being made, that the recording is primarily of the presenter/speaker(s) and not of the audience, but that student questions may be picked up on the recording(s).
- You acknowledge that City, University of London will own the copyright of the recording(s) and that the recording(s) may be used by the University for the purposes of providing supplementary learning resources to current students.
- You acknowledge that the University owns the copyright of all work created by its staff in the course of normal employment, in accordance with the Intellectual Property Policy 2014 (<https://staffhub.city.ac.uk/media/intranet-site/documents/hr/IP-Policy-2014.pdf>).
- You confirm that you have reviewed your teaching materials and have ensured you have authorisation for use of any copyrighted materials, in accordance with the University Copyright Policy (<https://staffhub.city.ac.uk/human-resources/policies/Copyright-Policy-2016-v2.pdf>).
- You agree to assign your performance rights in the recording(s) to the University and to waive your moral rights.
- You agree to promptly contact your designated school support contact to arrange training on how to edit your recording(s), in the event that they feature any material such as slides, images or videos, which will contravene copyright legislation when published on the lecture capture server.
- You consent to the use of your personal data being processed for the purposes of this recording and subsequent publishing. Your personal data will be processed in accordance with the provisions of the Data Protection Act 1998. The University's Data Protection Policy is available at <https://www.city.ac.uk/about/city-information/legal/data-protection>

Use of the City, University of London brand:

1. The “City, University of London” brand may not be used, altered or reproduced without the express written permission from us. We reserve the right to refuse permission to use the brand.
2. The Committee will take and use images, photographs and videos of the event.