



UNIVERSITY of
BRADFORD

Faculty of
Management & Law



Career Booster Programme



UOB CAREER SUPPORT

WWW.BRADFORD.AC.UK/CAREER-BOOSTER



Molly Simpson,

BSc (Hons) Marketing:

Apply for every opportunity you can. It will be stressful and you'll need to work hard but doing it is worthwhile.

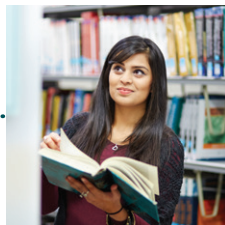
It's been a fantastic year full of chances, people, skills and real experiences.

Competition in the graduate job market has continued to increase and we're dedicated to ensuring our graduates are fully equipped for the future. Our Career Booster Programme allows you to be ahead of the game.

Faculty of Management and Law Career Booster Programme

Our unique employability programme is designed to allow you to develop essential graduate attributes and in-demand skills, as well as gaining additional qualifications and certificates to add to your portfolio.

We work closely with leading industry experts, employers and professional and public bodies to ensure we offer cutting-edge qualifications. This ensures that our graduates have the most up-to-date knowledge, qualifications and transferable skills sought after by leading employers.



How it works

The programme is made up of individual workshops so you can personalise your portfolio with the qualifications you want. Workshops will run parallel to your classes in the autumn and spring terms and are scheduled to ensure there are no clashes with your lectures.

The Career Booster workshops are offered entirely free of charge, sponsored by the Faculty of Management and Law. However, students wishing to apply for external certification and accreditation with institutes will need to register with these bodies at their own expense.

The duration of the workshops can range from one hour to one week depending on the qualification, and certificates will be awarded as soon as you complete the workshops and pass the external examinations where necessary.



Qualifications

The Career Booster Programme will offer workshops on the qualifications below. You must enrol on to each qualification individually.

QUALIFICATION	WHY IT'S IMPORTANT	WHAT YOU WILL LEARN	SKILLS AND ATTRIBUTES YOU WILL GAIN	CERTIFICATE YOU WILL RECEIVE
Sage 50 Accounts	Trusted by over 400,000 businesses, Sage 50 Accounting is one of the leading accounting software packages in use today.	Learn how to manage nominal accounts and bank, cash and credit card accounts. You'll manage stock, purchase and sales as well as learning how to report on financial analysis.	Skills you will gain from Sage 50 Accounts: <ul style="list-style-type: none"> ■ Time management ■ Deadline management ■ Report writing ■ Problem solving ■ Management decision making 	Sage 50 Accounts Certification
Sage 50 Payroll	Sage 50 Payroll is used by over half of UK businesses to submit payroll information to HMRC.	Learn to set up and manage employee records, pension schemes, holiday entitlements and producing payroll reports.	Skills you will gain from Sage 50 Payroll: <ul style="list-style-type: none"> ■ Management decision making ■ Problem solving ■ Critical thinking ■ Analytical skills 	Sage 50 Payroll Certification

Qualifications (Continued)

QUALIFICATION	WHY IT'S IMPORTANT	WHAT YOU WILL LEARN	SKILLS AND ATTRIBUTES YOU WILL GAIN	CERTIFICATE YOU WILL RECEIVE
European Computer Driving Licence	ECDL is the benchmark for digital literacy in educational systems around the globe, and it is regulated by the UK government.	Master the Microsoft Office package - get to grips with spreadsheets and presentations, and learn data management skills for the future.	Skills you will learn from the ECDL: <ul style="list-style-type: none"> ■ Time management ■ Communication ■ Critical thinking ■ Management decision making 	ECDL Advanced Certification*
SAS Enterprise Guide	SAS offers highly sought-after skills in the marketplace; analytical talent is in high demand.	You will work with the SAS Enterprise Guide to create reports, manipulate data and focus on developing data analysis skills.	Skills you will gain from SAS: <ul style="list-style-type: none"> ■ Problem solving ■ Critical thinking ■ Research and analytical skills ■ Creativity and innovation ■ Management decision making 	SAS Enterprise Guide 1: Certificate**

* Awarded by the British Computer Society

** Awarded by SAS

QUALIFICATION	WHY IT'S IMPORTANT	WHAT YOU WILL LEARN	SKILLS AND ATTRIBUTES YOU WILL GAIN	CERTIFICATE YOU WILL RECEIVE
<p>Project Management Institute</p>	<p>Professionals working in industry will need to manage projects.</p> <p>The Project Management Professional is the most important industry-recognised certification for project managers. Project management is an essential role performed by all professionals working in industry.</p>	<p>Understand how projects should be selected and the roles and responsibilities of project managers.</p> <p>You will learn the tools and techniques for effective planning of projects.</p>	<p>Skills you will gain from PMI:</p> <ul style="list-style-type: none"> ■ Teamwork ■ Time management ■ Leadership ■ Problem solving and conflict resolution ■ Communication and influencing skills ■ Working with different personalities and adapting to different business situations ■ Critical thinking ■ Research and analytical skills ■ Creativity and innovation ■ Drive and initiative ■ Management decision making 	<p>Certified Associate in Project Management (CAPM)</p>

Qualifications (Continued)

QUALIFICATION	WHY IT'S IMPORTANT	WHAT YOU WILL LEARN	SKILLS AND ATTRIBUTES YOU WILL GAIN	CERTIFICATE YOU WILL RECEIVE
<p>Accredited CPD</p>	<p>Most successful managers are good communicators.</p>	<p>Having your interpersonal skills validated through CPD will make you more employable.</p> <p>You will develop skills in teamwork, leadership, critical thinking, research and analytical skills, globalisation, cultures and etiquette.</p> <p>Additionally, you will develop commercial awareness, as well as understanding logistics, supply chain and technology.</p>	<p>Skills you will gain from CPD:</p> <ul style="list-style-type: none"> ■ Teamwork ■ Leadership ■ Critical thinking ■ Research and analytical skills ■ Commercial awareness ■ Understanding logistics ■ Supply chain and technology 	<p>Continuing Professional Development (CPD) Certificate</p>

How to enrol

Workshops for each qualification will be scheduled throughout the autumn and spring terms, and will be announced via the VLE and your lectures.

Once you hear about a workshop, simply email **careerbooster@bradford.ac.uk** with the name of the workshop to register your interest.

Act quickly, places are limited and are offered on a first-come, first-served basis. Dates, times and locations of your workshop will be sent to you via a confirmation email.



“We are not just looking for graduates with a degree, we are looking for job-ready graduates with the right level of skills, who can hit the ground running and start adding value. The Career Booster programme will give students an added advantage in a very competitive job market.”

Michael A Wall

Business Development Director,
1825 Financial Planning

Become a Career Booster Programme ambassador

Each year, students taking part in the Career Booster Programme will be invited to apply to become ambassadors of the programme. A call for applications for ambassadors will be announced in the autumn term, and selection will be based on a competitive process involving an interview. Career Booster ambassadors may be asked to undertake small projects, where the work will be supervised and validated as part of the career development and volunteering process.

NEXT STEPS:

- 1** Email careerbooster@bradford.ac.uk with the name of the workshop to register your interest
- 2** For further information call **+44 (0) 1274 234348**
- 3** If you want to speak to anyone about the Career Booster Programme, visit room ELO.06 at the Emm Lane Campus





Effrosyni Fitsiou,
BSc (Hons) Marketing:

*The management and
problem-solving skills I
developed were invaluable
in my placement year.*



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Contact us:



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