

Careers Registration Top Tips

Top Tips for implementation from the HEFCE Careers Registration Learning Gain Project Partners

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Registration systems

In which registration system are you embedding your Careers Registration questions?

Registration system	Institutions using the system
Banner	Ulster
SIS	LJMU
SITS	Exeter; King's College London; City, University of London
Unit-e	SOAS, University of London

Implementation timelines

How long did the process take from the time you initially proposed it to implementation?



- All project partners who have implemented have done so within 1 academic year (quickest two months, longest 12 months)
- Allow time for approvals
- Allow time for the system to be tested
- Allow a couple of hours for each iteration to refine questions
- Double check to make sure everything is in place before you go live

Key contacts

Who to contact for setting up Careers Registration (CR)

- Academic registrar
- Associate Dean of Education
- Head of enrolments/student business systems
- IT department
- Learning and teaching committee
- Planning and information
- Senior Management team
- Student experience committee

Top Tips

Communication	Analytics and reporting
<ul style="list-style-type: none"> ✓ Manage expectations by analysing and understanding the data before announcing that you have the data, and reporting on it more widely 	<ul style="list-style-type: none"> ✓ Be clear what you want in the reports and why <i>“it took us a while to link the previous years' trended DLHE with the CR info as we were thinking on parallel tracks whereas showing current and historical information is really useful for academics.”</i>
<ul style="list-style-type: none"> ✓ With every iteration of the CR questions let the planning team know so they can adjust the reporting format. 	<ul style="list-style-type: none"> ✓ Decide how to structure your data reporting before you collect the data. <i>“This may not be the same team who organise the enrolment/registration process - Especially important if you don't have any expertise to do this on your direct team – the reporting format will need to be agreed with the internal team responsible (e.g. academic planning and information).”</i>
	<ul style="list-style-type: none"> ✓ Create a defined project plan for how to use the data once you have collected it.
	<ul style="list-style-type: none"> ✓ Ring fence resources for data dashboards and analysis

Effective arguments for the implementation of Careers Registration

- ✓ Live track employability
- ✓ Careers Registration Data can inform decisions and resources
- ✓ Enables tailored careers provisions and interventions
- ✓ Improving interventions to support DLHE outcomes
- ✓ Simple process – only two core questions
- ✓ Discipline level employability provision planning
- ✓ Additional evidence for TEF submissions
- ✓ Raise student awareness of careers support options
- ✓ Measure the effectiveness of employability initiatives
- ✓ Use with individual students in careers sessions and tutorials

Core questions

Career thinking question (CT)

What stage are you at in your career planning? Please choose from the options below, the response which most closely matches your current position.

Statement	Category
I am not ready to start thinking about my career yet	Decide
I have no career ideas yet but want to start thinking	Decide
I have some ideas about my career and I am ready to start planning	Decide
I have a career in mind and intend to gain relevant work experience	Plan
I know what I want to do but not sure how to get there	Plan
I want to spend a year gaining experience	Plan
I am ready to apply for graduate level / professional opportunities	Compete
I am ready to apply for further study	Compete
I have been applying for opportunities and so far I have not been successful	Compete
I have a job, further study or my own business plan confirmed	Sorted

CT Question Tips

- ✓ **Review questions carefully** and take on board what other services have done - 11 services are using this set of statements
- ✓ Institutions may wish to **consider including:**
I am pursuing my current course out of personal interest
- ✓ **Use categories** to structure your responses for analysis

Employability enhancing experience (EEE)

EEE Question Tips

- ✓ **Time bound** – e.g. in the last 12 months (stops students double counting experience from the year before)
- ✓ **Multiple choice**
- ✓ **Organise options under headings** – makes it clearer for data analysis

Meaningful distinctions:

- ✓ Who organised the experience?
Self-coordinated OR institutionally coordinated
- ✓ Related to my course/career aims OR Not related to my course/career aims

Choose ONE OR MORE statements from the following regarding employability enhancing experience you have undertaken in the last 12 months

Work experience	Careers engagement	Mentoring	Pre course experience	Skills awards/ competitions	Volunteering or positions of responsibility
Institutionally sourced: Work shadowing a placement year during my degree	I have attended a departmental careers event	I have been a mentor	Full time work prior to my course (two years or less)	Institutional Employability award	Committee member of a student society or club
Self-sourced: a holiday job an unpaid internship A paid internship Part time work alongside my studies	I have attended a one to one careers appointment	I have been a mentee	Full time work prior to my course (more than two years)	I am undertaking the Higher Education Achievement Report (HEAR)	Volunteering in my local community
Self employed: self-employment / running my own business					
I have no work experience					