Developing digital literacy skills in professional and academic staff

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- ~20th largest university in the UK, with 26,000 students and 3,500 staff across two campuses.
- University status 1992, with origins dating back to 1832.

http://www.leedsbeckett.ac.uk/
The Library Academic Support team decided to offer a session…

‘Engaging Students with Digital Skills that Enhance Confidence and Employability’

This paper is a case-study of what happened at DEAP and what it led to.
Welcome to the Leeds Beckett Library Employability Skills web pages for all current and alumni students no matter what subject you are studying.

Here you will find out how to access quality employment information sources which can help you during and after your study at Leeds Beckett University. There are links to both subscription and free resources to give you the edge throughout the job hunting process.

You can also see how the Library contributes to your development of diverse transferrable skills including critical thinking and research throughout your time here, and how these can be described in application forms and CVs as attractive skills to prospective employees.
“What you need to do, when”

Steps to Employment

This page suggests things you might like to consider doing throughout your time at Leeds Beckett University to enhance your employability, from a first degree to a PhD. If you are in your first year at University it might seem like a long time until you graduate but that time will come sooner than you think so make some room for developing skills, planning your career, and getting yourself ready for the job market.

<table>
<thead>
<tr>
<th>Year 1 (Level 4)</th>
<th>Year 2 (Level 5)</th>
<th>Year 3 (Level 6) and Masters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop your Employability skills using myCareer on the MyBeckett Employability tab.</td>
<td>Consider your options using the Prospects Career Planner.</td>
<td>September</td>
</tr>
<tr>
<td>Develop your academic skills – writing, referencing, research.</td>
<td>Try to find work experience that will help you develop specific skills useful in your desired career.</td>
<td>Applications open for PGCE (teacher training) courses</td>
</tr>
<tr>
<td>Get involved in sports, societies, volunteering and Student union activities</td>
<td>Learn to sell yourself – your strengths, weaknesses, values, experience and career aims.</td>
<td>Start looking at graduate employment programmes</td>
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<tr>
<td>Attend careers events</td>
<td>Attend careers events</td>
<td>Start to apply for Postgraduate study abroad</td>
</tr>
<tr>
<td>Develop your IT skills</td>
<td>Attend external events</td>
<td>October</td>
</tr>
<tr>
<td>Visit Careers Advice</td>
<td>Update your CV</td>
<td>From careers pick up a directory of employers and think about which you might apply to</td>
</tr>
<tr>
<td>Write a CV for voluntary, part-time and vacation Jobs</td>
<td>Practice filling in application forms</td>
<td>Keep an eye on the Graduate jobs vacancy database</td>
</tr>
<tr>
<td>Check the Job Shop for casual paid work</td>
<td>Apply for summer internships</td>
<td>Look at quality graduate vacancy websites</td>
</tr>
<tr>
<td>Learn a language for free here at University</td>
<td>Plan postgraduate study abroad</td>
<td>Attend careers events</td>
</tr>
<tr>
<td>Make sure you record what you do, try a blog or a paper diary</td>
<td>If you didn’t in your first year, learn a language for free here at University</td>
<td>Attend employer presentations on campus</td>
</tr>
<tr>
<td>Consider creating a LinkedIn profile and start connecting, and recording</td>
<td>Get help with any of this if you get stuck</td>
<td>Attend recruitment events off campus</td>
</tr>
<tr>
<td>Think about contacts you already have; could they help with voluntary or paid work?</td>
<td></td>
<td>Medical School applications close mid-October</td>
</tr>
<tr>
<td>Explore potential industries, companies and roles</td>
<td></td>
<td>November</td>
</tr>
<tr>
<td>Get help with any of this if you get stuck</td>
<td></td>
<td>Attend careers events</td>
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<tr>
<td></td>
<td></td>
<td>Attend recruitment events off campus</td>
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<tr>
<td></td>
<td></td>
<td>Law conversion courses for non-law graduates</td>
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<td></td>
<td></td>
<td>Prepare for interviews and assessment centres</td>
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</table>

http://libguides.leedsbeckett.ac.uk/c.php?g=348865&p=3012582
Boosting relevant skills

Improve your skills

You might want to gain new skills, improve skills you have, or gain a certificate to prove your skill level. This page provides useful resources and external services you can use to enhance and develop your skills.

You might find it useful to self-audit your skills to identify areas to develop. Try this simple Skills Audit from Brunel University.

External course providers

- Futurelearn
Choose from hundreds of free online courses: from Language & Culture to Business & Management; Science & technology to Health & Psychology.

- MOOC list
MOOC List is an aggregator (directory) of Massive Open Online Courses (MOOCs) offered by different providers. MOOC List is a website where you can find free online courses (MOOCs) offered by the best universities around the world.

- Stanford Free Courses
From Quantum Mechanics to The Future of the Internet, Stanford offers a variety of free courses.

- UC Berkeley Free Courses
From General Biology to Human Emotion, Berkeley offers a variety of courses.

- MIT Free Courses

Employability at Leeds Beckett

Advice, Placements, Exchange Programmes and more

Find all Employment services available to current and alumni students.

Beckett Award

Introducing the Beckett Award: a Students’ Union led accredited scheme, developed alongside the University Careers and Employability Service.

Enterprise and Innovation Academy Leeds Beckett University

Student Enterprise services: Join networks, develop skills, make connections, benefit from office services and access to funding.

Leeds Beckett Job Shop

The Job Shop is Leeds Beckett University’s own valuable resource for placing students and graduates into paid casual work. Hours are varied and flexible and are usually suitable for students to fit around their studies.

Employability team at myHub

The Employability team is here to support students and graduates with all aspects of career planning & decision making, along with helping you to recognise and develop your employability skills.

Subject specific opportunities:

- Building and Construction
- Politics and Applied Global Ethics
- Law

http://libguides.leedsbeckett.ac.uk/c.php?g=348865&p=2353588
Relevant fact finding

**Company Information**

Below you will find lists of subscription resources available to current students, and freely available resources from around the web containing company data including market research reports, brand identity, ranking and financial information.

### Free company information

#### Directories
- **Companies House** Basic details on all UK registered companies such as registration number, registered office, dates of latest annual accounts and annual return filed, available via the Free Company Information link.
- **Europages: the European Business Directory** Provides company search by name, product or sector; economic overviews; list of Yellow Pages in Europe.
- **Kommers Search** the directory of 2.3 million companies worldwide by company or product. Registration required.
- **ThompsonLocal.com** Search the directory of UK firms by business name, business type and location.
- **Yell.com** providing access to classified business information, including business websites, addresses, phone numbers.

#### Information & Profiles
- **Alacrawiki** - The Alacra Wiki is a guide to business information companies, publishers and databases. Anyone can contribute, but you must create an account in order to do so. The Alacra

### Sources of Company Information

This is only a selection of the sources of information which will provide you with various types of company information.

The sources given range from **value added** subscription services which are available only to Leeds Beckett staff or students e.g. FAME to sources of free information e.g. company annual reports from some companies which are available to anyone.

How much information you find by using these sources depends largely upon :-

a) the size of the company you are researching - generally the smaller a company the less information that is readily available about it.

b) **the news importance** of a company - when a company is in the news for whatever reason, good or bad, the news media and other information providers will pick up on it and report it publicly.

c) the time and effort you devote to your research and the skills and knowledge you bring to the interpretation of the information provided to you by the sources.

The sources are divided into several categories for convenience but you should remember that there will be some overlap between many of the sources and the categories used. Companies can be covered by more than a single source and each source will provide its own **brand** of information. Use more than one source for any company search.

**FAME**

Financial Analysis Made Easy. Search Tool covering financial and accounting information of the more important UK companies. Very little textual information is provided.

**Marketline Advantage**

MarketLine Advantage offers a comprehensive collections of reports, rankings and news, covering all of the major vertical industries and many more niche markets.

**Osiris**

http://libguides.leedsbeckett.ac.uk/c.php?g=348865&p=2353586
Getting professional online

Social media for students

The resources below can help you understand how to use social media tools in a variety of ways, from sharing your research, to following in your sector, and finding researchers to collaborate with.

- The Student Guide to Social Media
- 5 Social Media Skills Millennials Lack
- Students: Tweet your way to a job
- Online Collaboration: Scientists and the social network

Explore the tools below and see which you might use to promote yourself and your research, as well as explore developing areas in your field, companies and characters working in your subject area.

LinkedIn

LinkedIn is a professional social networking site. There are over 300 million members worldwide with representatives from every sector from business to the arts.

Why use LinkedIn?

Increasingly employees are looking at social media for information on prospective employees. If you don’t have a professional digital identity but you do have a social digital identity this can reflect poorly on you in contrast with peers who do. LinkedIn provides a safe, friendly, professional environment to allow you to promote your achievements, join communities including social and professional interest groups, and explore the job market.

LinkedIn works like an online CV, and allows you to:

- Connect with people you might not otherwise be able to approach
- Share your work outputs, presentations and research
- Find people to collaborate with
- Join groups of shared interest
- Job hunt / be head-hunted

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“Human nature doesn’t change – like a stick of Brighton Rock, you bite all the way down and still read ‘BRIGHTON’!”
Online resource lists

Module Resource List

VLE001064 - Exemplar Module (2015-2016)

Essential reading

- Studying literature: a practical introduction / Atkin, Graham. (Series Ed.) Harvester Wheatsheaf, 1993


https://leedsbeckett.rebuslist.com/
Synthesis with current content

http://libguides.leedsbeckett.ac.uk/subject_support/health/
Open Access Publishing

http://libguides.leedsbeckett.ac.uk/research/open_access

http://eprints.leedsbeckett.ac.uk/cgi/search/advanced
ORCiD

DISTINGUISH YOURSELF IN THREE EASY STEPS

1. REGISTER for your ORCiD iD
2. CONNECT your iD work and improve your research discoverability
3. USE YOUR iD in grants, publications, datasets and more throughout your career

http://libguides.leedsbeckett.ac.uk/research/ORCiD
HEA Fellowship support

HEA Fellowships

HEA Fellowship is an international recognition of a commitment to professionalism in teaching and learning in higher education and demonstrates that your practice is aligned with the UK Professional Standards Framework (UKPSF). To date over 72,000 individuals have become Fellows of the HEA.

Essential to your personal development

HEA Fellowship brings a range of benefits to develop and progress your career. It provides a valuable measure of success and is increasingly sought by employers across the higher education sector as a condition of appointment and promotion.

http://libguides.leedsbeckett.ac.uk/research/ORCiD
What next?

• Maintain a broad focus:

• Further subject-specific employability support
  – Embedded throughout course in standard Academic Librarian tuition
  – Embedded alongside other content on Library subject support pages

• Second generation of online resource list system – offering enhanced (anonymised) data on student reading habits

• Video tutorials in research skills

• On demand support – what are staff and students requesting next? What do graduates wish that someone had told them?

• What else?
Outcomes

• Improved students’ employability, and general awareness of both general and subject-specific information sources and trends
• Collaborative Libguide (1500+ hits in under 200 days)
• Increased understanding of staff of the impact of digital literacy on employability
• Increased collaboration across all areas of the University in the promotion of digital literacy skills
• Increased demand for events from staff and students to support the development of digital literacy skills

Employability support and skills development will continue to run through everything the library does…
Contact details

- Follow-up questions, suggestions, comments and collaborations would be welcomed:

  - Jennifer Wilson, Academic Librarian for the Faculty of Business and Law.
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    - l.d.morris@leedsbeckett.ac.uk ; 0113 8121102