Brunel University London

Accessing Brunel Talent

Employers' Handbook

Contents

Introduction to Brunel 3

Key Facts and Figures 4-5

Advertising Opportunities 6-11
- Brunel's Jobs Board 6
- Placements 7-9
- Summer Internships 10
- Voluntary Work 11

Build Your Brand 12-16
- Career Fairs 13-14
- Virtual Events 15
- On-Campus Events 16

Other Ways to Engage 17-23
- Mentoring Programmes 18
- Women in Brunel Engineering & Computing (WiBEC) 18
- Entrepreneurs Hub 19
- Alumni 20
- Funding Research & Scholarships 21
- Higher & Degree Apprenticeships 22
- Brunel Design School 23

Contact 24

Introduction to Brunel

Welcome to Brunel University London

From local SMEs to international organisations, we can help you connect with, engage and employ our talented students and graduates. As a university, we play an active role within our region and local community to work in partnership with businesses and communities to support our education and research activities.

Our campus in West London is home to over **16,000 students** from more than **130 countries**. We offer a varied range of courses, with 95% of them offering a placement opportunity, we are placing over 800 students with employers annually.

We are working with an increasing number of employers helping them to attract our students as volunteers, interns or on placements and into graduate employment. By collaborating with us you are able to raise your profile and tap into our students' knowledge, expertise and creativity through our tailored recruitment service.

Whether you partner with us regularly or are considering engaging for the first time, we hope that this brochure will outline how our services can entice innovative and fresh thinking graduates into your workforce.

"PwC have worked together with the Careers Service over the last academic year, during this time I have attended a number of events organised both by the University and myself. The events are always well organised, with a great attendance rate of students that are interested in PwC and the roles that we have available. The PDC staff cannot do enough to help, either advertising company events to the wider team or by extending their hospitality when PwC are on Campus. Engagement with the University has increased applications, and has also enabled me to have a closer bond with Brunel students. I would absolutely recommend working with Brunel careers service."

Jill McCourt
Senior Student Recruitment | PwC

Key Facts & Figures 2020/21

Student Population

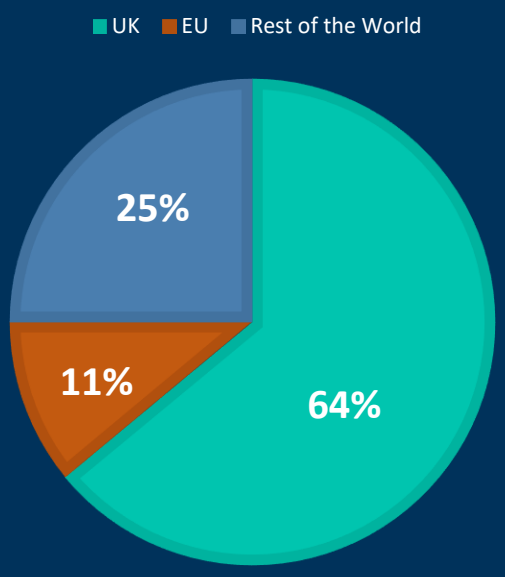
16,152

Male to Female Student Ratio

M F

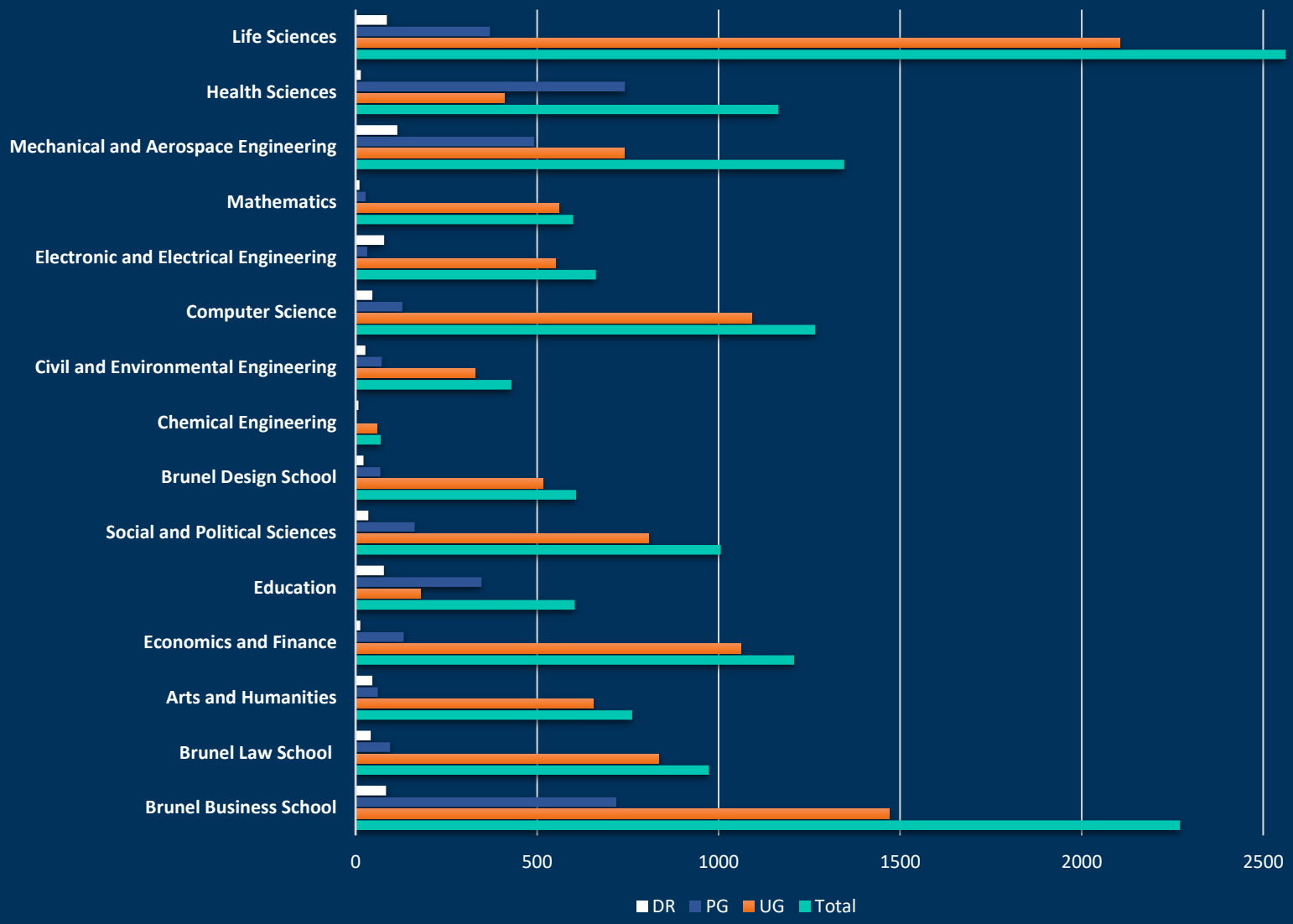
54% 46%

Students by Nationality



Key Facts & Figures:

Student Population by Department 2020/21



Largest Departments

2,562	2,271	1,346	1,266
Life Sciences	Brunel Business School	Mechanical/ Aerospace Engineering	Computer Science

Advertising Opportunities

Brunel's Jobs Board

Brunel's Job Board is the best initial way to promote opportunities and can be used to advertise part-time jobs, summer internships, placements or graduate jobs. The job board is open to both current students and recent graduates. You can upload an unlimited number of vacancies free of charge. Registering a vacancy is very simple; if you have not previously registered you can do so by clicking **here** and selecting register from the dropdown options. From there simply follow the on-screen instructions. Before advertising please make sure you read our vacancy policy here.

Previously registered to the job board? If you already have an account with us but have misplaced your log in details, please contact **employer.engagement@brunel.ac.uk.**

Once you have posted your opportunity our team will approve the advert and make it available to the most relevant groups of students by year group and discipline.

Getting the most out of your advertisement

Over 2000 companies are regularly advertising on the job board; it is very competitive and adverts can sometimes get lost amongst each other. Therefore, **it is vital that your advert stands out** and appeals to students! If you'd like a bit of support writing your advertisement, the employer engagement team are happy to assist you – we also have a helpful guide giving you all the hints and tips to make sure your advert includes all the needed information! If you'd like access to this, please contact **employer.engagement@brunel.ac.uk.**

Do

- Make sure you put relevant information in each field.
- You must include at least one paragraph of information about the company itself.
- Your contact details are not displayed to students. Therefore, please make sure you include relevant how to apply instructions, including emails and/or application links.

Don't

- Do not be brief. Any job seeker needs to understand from a job description who they are going to be working for, what they will be doing and if they are suitable for the role. Ensure this can be understood by including as much information as possible

Advertising Opportunities

Placements

Placements

A work placement is an opportunity for students to gain experience and develop new skills. It can also bring considerable benefits to businesses; offering a low-cost recruitment solution for up to 12 months, provide valuable professional development for staff and gain a fresh perspective from creative young people.

Here at Brunel University London, we have a wide range of courses in which placements are an integral part of the course. Brunel has a distinguished history as a pioneer in providing work experience within our degree programmes. We have strong, long-standing industry links and an excellent track record for placing students in various companies from large corporates to SMEs.

Benefits of recruiting a placement student

Additional Resource

A placement student is an inexpensive solution to recruit some additional resource, if you have short term work which needs to be completed or a project which you have not had the time to undertake.

Talent Pipeline

Recruiting a student on a placement allows you to access a wider range of talent and get a head start on finding the best new graduate for your company.

Fresh Ideas

Our students offer new ideas and ways of thinking, reflecting the interests and needs of the next generation of consumers.

Staff Development

It enables your existing staff to gain experience in supervising or mentoring a young person, therefore helping them develop their management and professional skills.

Low Cost

Advertising and recruiting students from Brunel is free of charge. Also, as the commitment of recruiting a placement student is short term, there are no long term overheads to your business.

Types of placements & timelines

Thick Sandwich: Most students on these courses are second year students who are available between 11–15 months. The students can begin their placement any time from June–September each year and will have to have completed their placement by September of the following year, in order to return to university to finish their final year. **Timeline to advertise opportunities**: Anytime between October to the following September each year.

Thin Sandwich: Most students on these courses are first year and second year students looking for a 5–6-month placement. The students can begin their placement any time from June–July each year if they are in their first year and between January–April, if they are in their second year. The placement must have finished by December for first year students and by September for second year students. **Timeline to advertise opportunities**: Any time between February–July for first year students and between September–December for second year students.

Advertising Opportunities

Placements

Courses offering placement options

Thick Sandwich

Arts (English, Music, Theatre) | Business (International Business, Finance, HR, Marketing) Biosciences | Computer Science | Design (Industrial and Product) | Digital Media (Digital Design and VFX) | Economics and Finance | Engineering (Chemical, Civil, Electrical and Computer Engineering, Mechanical/Aerospace) | Law | Mathematics | Politics and History | Sports Science

Thin Sandwich

Anthropology | Communication and Media | Psychology | Sociology

Placement Criteria

Length: Brunel University London requires that the minimum length of a placement be 24 weeks of paid work for Thick Sandwich students and 12 weeks of paid work for each Thin Sandwich placement.

Salary: The average salary range for a placement student is £16k–£19k p.a. Type of Job: Brunel requires that the work students undertake has to be related to their course.

Supervision: Every placement student must be allocated a workplace supervisor who will provide feedback to the student's placement tutor on their progress during their placement.

Our Services

We try our best to make our recruitment process as simple as we can for our placement providers and we provide a variety of services to make the recruitment process easier, ensuring you are recruiting the best talent possible to meet your organisation's needs. Some of our services include

- Advertising your vacancies on our job board free of charge
- Advice and feedback on your job descriptions in order to attract applications
- Collating applications on your behalf
- Arranging interviews with the successful applicants
- Support through the entire placement

Contact our placements team

For more information about how you can benefit from recruiting a student or to discuss the placement criteria in more detail please contact the placement team here. Every course has a dedicated Placement Team who are on hand to answer your questions.

Advertising Opportunities
Placement Testimonials

Student Testimonial

"The Chanel Placement gave me a real insight into the Fragrance & Beauty industry, offering opportunities to design and project manage retail solutions for boutiques, sites and windows. This placement year was viewed by the company as more of a full-time role, which allowed me to develop a multitude of new skills, work alongside multiple departments and also communicate closely with suppliers to manufacture our designs. I was also very lucky to be offered a full-time role prior to graduating and 3 years into the job, I am still very happy working with this company."

Employer Testimonial

"LEGO's Product Technology department has been active with Brunel Design students for over seven years. We have been very impressed with the competence and versatility of our Brunel interns, and they have been a part of developing great LEGO products."

Oliver Wallington
Concept Manager, LEGO

Advertising Opportunities
Summer Internships

Advertising Summer Internships

Summer Internships are super flexible with limited criteria! As long as the internship takes place across the summer (after spring exams and before returning to their studies - if they're not graduating), provides students with great learning and development opportunities, and is paid at least national minimum wage, the opportunity can be built entirely around your company's needs and the opportunity at hand.

The best initial way to promote summer internships is by getting them advertised on our online jobs board. When creating the role, you can simply select 'Placement/Internship' then 'Summer Placement' from the list of options.

If you are looking for some guidance surrounding creating a good summer internship opportunity, please do not hesitate getting in touch with the Employer Engagement team **employer.engagement@brunel.ac.uk**

You may also wish to consider the Brunel Summer Internship Programme below!

Brunel Summer Internship Programme (BSIP)

The Brunel Summer Internship Programme (BSIP) aims to increase the employability of students from under-represented backgrounds by providing them with internship experience in their first year. The programme is funded by the Office for Students meaning that students who are eligible for the scheme must meet a select criteria. All first-year students who meet the criteria are able to register for the programme, from across all of the degree subjects we offer at Brunel University London.

The programme aims to build on the student's academic experience and employability skills. Students registered on the programme will be able to attend workshops and one-to-one meetings in order to develop their understanding on various employability related matters such as CV writing, how to succeed in interviews and business etiquette.

This programme is funded by the university and each student will be provided with a bursary that equates to the London Living Wage for the 280 hours of work that they complete. There is no cost for employers to join this programme and all sectors are welcome.

For more information on the programme or to register your interest please email **BSIP@brunel.ac.uk** or contact Jenny, the Programme Manager, directly **jenny.manzi@brunel.ac.uk**

Advertising Opportunities
Voluntary Work

Brunel Volunteers

Whether you're looking for volunteers for a one-off event, or looking to fill a regular volunteer opportunity, Brunel Volunteers are happy to help.

Brunel Volunteers work alongside voluntary groups, charities and other not-for-profit organisations in the Hillingdon and London area. Our students are keen to learn new skills and help to improve the community in which they live. We provide organisations with students eager to volunteer, and also assistance and collaboration on community events.

Registering with us

- If you have any volunteering roles that you would like us to advertise please download the Brunel Volunteers Volunteering Opportunity Form. You must fill out a separate charity form for each role you have.
- Please read and sign our Partnership Agreement Form. You only need fill the form out once.
- Email the completed forms to brunelvolunteers@brunel.ac.uk along with a copy of your Public Liability Insurance and Logo.
- Upon response by the BV team, an advertisement for your role will be placed on our website brunel.ac.uk/volunteers, and there will be a notification on our Facebook, Instagram and Twitter.
- Volunteers apply through us, and we relay all applicants to you for selection. Unfortunately, we cannot accommodate organisations without Public Liability Insurance, or promote volunteering roles looking to replace paid roles.

If you have any questions please contact **Ben Reynolds – Brunel Volunteers Manager** on **ben.reynolds@brunel.ac.uk**

"When I joined Brunel University in 2018, I came across Brunel Volunteers in one of the fairs at the university and decided to get involved. I found it to be a great opportunity not only to gain some valuable skills, but also as a chance to give something back to the community and make a difference in someone's life. Volunteering contributed a great deal to my university experience and boosted my global network as I got to interact with a number of people through it."
Brunel Volunteer Student

"Your volunteers were absolutely fantastic and I really loved having them! Really great company and were more than happy to engage! I cannot wait too work with you all again Thank you so much, you were great sports!"
Community partner – Domestic Abuse Survivors

"Just to say a big thank you to Brunel and your volunteers, for all the hard work and contributions you made, to ensure the Junior Citizens event was another success. Your volunteers are instrumental in the smooth running of the day. They really are a big help and important to the experience the children have whilst attending Junior Citizens."
Community partner – Hillingdon Junior Citizens

Build Your Brand

Top Tip

To maximise applications to your vacancies, **it is vital you get on campus and engage with students in person!** Options include: careers fairs, webinars and virtual insight sessions, drop-in sessions and workshops, as well as other one-off events.

Build Your Brand

Career Fairs

Brunel's Professional Development Centre runs a number of general and focused careers fairs throughout the academic year designed to help companies build their brand to mass audiences and connect employers with students actively looking for part-time jobs, seasonal work, summer internships, placements and graduate jobs.

Autumn Term

- **Part-Time Work** — October
- **Autumn Placements & Careers** — October
- **STEM** — November
- **Design** — November

Spring Term

- **Biosciences** — January
- **Law** — January
- **Teachers** — February
- **Local Jobs** — March
- **Global** — March

Summer Term

- **Summer Placements & Careers Fair** — May

Build Your Brand
Career Fairs

Top Tips

- We encourage companies attending our careers fairs to follow up and run a webinar, virtual insight talk, or an 'Employer in the Foyer' drop in session 1–2 weeks after attending a fair, allowing you to re-connect with people you met at the fair for more in-depth conversations
- On the day of the fair make sure you bring company branded roller banners and promotional material to give out to students

For more information including details on costs and what's included, sponsorship packages or to book a space at one of our events, please contact careers-fairs@brunel.ac.uk

Virtual Fairs

Since the start of the pandemic, Brunel has migrated to virtual careers fairs. Powered by Handshake, our virtual career fairs allow you to set up a company profile, add vacancies, and create 1-2-1 and/or group sessions that students can book into. We hope to return to in-person fairs from early 2022.

Employer Testimonial

"We really value going to the on-campus careers events, including those that are targeted at areas such as Engineering. It allows us to showcase our wide range of opportunities to all groups of students. It also offers us an opening to answer questions from the students that they value so much, such as about the application processes, what it's really like to work at the Airport and the variety of careers that they could embark on at the airport. What makes our time at these events even more valuable is the opportunity for us to attend with Brunel Alumni who the students can really relate to as an inspiration for their first career steps."

Lana Gilbert
Emerging Talent Specialist, Heathrow Airport

Contact

If you'd like to find out more or have any questions, please contact us on careers-fairs@brunel.ac.uk

Build Your Brand

Virtual Events

Virtual events have become increasingly popular since the start of the pandemic. These are online talks which can be to inform students of opportunities, provide company insights, or even skills development sessions. If you would like to book in all we need to do is confirm a date and promote accordingly. These sessions run between **October – April.**

WEBINAR Wednesday

Webinar Wednesdays

Webinar Wednesdays are a series of employer-led events focused on developing students' skills. For these events we are trying to focus on topics or skills rather than just information on opportunities. Topics could include things such as building communication skills, networking, commercial awareness, leadership & management etc.

How does it work

If you're interested in taking part, get in touch with the Employer Engagement team and we can send you the dates we have available.

How is it advertised

All events are advertised on our events page as well as weekly newsletters. We can also share events via targeted emails.

Employer INSIGHT TALK

Insight Talks

Insight Talks are virtual talks where you can give students an insight into your company, live opportunities, the recruitment process and so on.

How does it work

Just let us know some dates and we can work something into our diary of events.

How is it advertised

All events are advertised on our events page as well as weekly newsletters. We can also share events via targeted emails.

Build Your Brand

On-Campus Events

Employer in the Foyer

Advertising on our job board but had little or no response? Stand out from the crowd and get more exposure promoting your opportunities at one of our 'Employer in the Foyer' drop-in sessions. Sessions take place between October and March on Mondays, Tuesdays and Thursdays from 11am–4pm outside the library. Peak time for student footfall is between 12–2pm.

What's provided?

- Table, Chairs, Power, Wi-Fi, Access to AV screens for slides/presentation (to be sent before the date of the event)

What shall I bring on the day?

- Roller banner
- Promotional material to give out to students about your company/vacancies

How will the event be advertised?

All events are advertised on our events page, social media and shared via targeted emails, sent out by our placement and careers advisers. Please make sure any text you would like us to promote in the build up to the event is sent across at least one week before the date of the event.

**Due to the pandemic, on-campus events are currently postponed until the new year.*

Employer Testimonial

"We attended "Employer in the Foyer" at the start of the academic year. This was a great experience as it allowed us to talk to students directly and discuss the opportunities we had on offer. We met some really amazing students that were engaging, very keen to learn about us and what we could do for them."

Daniella Stewart
Completions Manager, Life Residential

Other Ways to Engage

Brunel's Professional Development Centre can help connect your business with other areas of the university to help you engage in events and activities on a wider scale.

Other Ways to Engage

Mentoring Programmes

Brunel Professional Mentoring Programme

Brunel Professional Mentoring Programme is a career focused mentoring scheme and is part of the Professional Development Centre (PDC). The programme is one of Brunel University London's Widening Access and Progression (WAP) schemes and initiatives targeting UK and EU level 2 and 3 students from backgrounds underrepresented in universities. Targeted students are matched with an experienced professional to act as their mentor. The Mentoring programme offers two main strands; face-to-face mentoring and e-mentoring.

The programme runs for six months from November to May, and is a fantastic way to help students increase their employability skills and their confidence, by practicing interview skills in a mock panel interview, experiencing real assessment centre exercises, and developing goal setting and action planning skills.

It is an ideal opportunity for employers and their employees to share their experience and knowledge with students. Join our team of over 30 public and private sector employers to give something back and continue your own professional development whilst helping a Brunel student secure the right placement, internship, and ultimately, the right graduate job.

Become a Mentor

If you are interested in joining our team of mentors as an individual you should have more than 2 years' experience of graduate employment and be enthusiastic about helping students to succeed. For more information on the mentoring programme, please go **here**. You can also fill out an application form to become a mentor **here**.

Women in Brunel Engineering & Computing (WiBEC)

The Women in Brunel Engineering and Computing (WiBEC) mentoring programme supports female graduates and undergraduates to attain their full potential in the engineering or computing industry sectors. This bespoke programme consists of one-to-one mentoring, professional skills development and bespoke visits to industry. Since the pilot programme in 2014, over 600 female students have benefited from this support. We are always actively looking for additional mentors, with either engineering or tech related specialisms. If you are interested in finding out how you or your company can get involved, please contact Women in Engineering Mentoring Manager for more information.

wie-mentoring@brunel.ac.uk

Women in Brunel Engineering and Computing

Other Ways to Engage

Entrepreneurs Hub

The Brunel Entrepreneurs Hub aims to stimulate entrepreneurship and encourage students and graduates to turn their ideas into business. We bring together a collaborative and supportive network of successful entrepreneurs, experienced business mentors, investors and professional service providers to support the next generation of entrepreneurs to be discovered.

Support Brunel Entrepreneurs

If you are a mentor, investor or service provider with experience of supporting early stage start-ups and SME's and feel that you can contribute to helping out in any way, then we would love to hear from you too!

For more information please contact hub@brunel.ac.uk

Other Ways to Engage

Alumni

Are you Brunel alumni?

Make new business contacts
Whether you're keen to make connections with other Brunel graduates in your business area, are searching for your next Brunel recruit, or looking for industry advice, the Brunel Network is an exclusive space for our alumni community to build connections with each other. Join today at **brunelalumni.com.**

Let us shout about your career successes
Perhaps you're running your own business, have recently been promoted or achieved something amazing within your role? Drop the Development and Alumni Relations Office an email with details of your successes and a photo to share on their channels.

Share your career journey in an alumni profile
You might also like to feature on the Brunel website in an alumni profile? Our **profile series** is a wonderful opportunity to share your career story to inspire fellow alumni and the next generation of Brunelians.

Can we promote your business discounts?
Do you have exclusive alumni discounts for your company or products that you'd like to share with your fellow Brunel graduates (and promote your business at the same time!)? Email the team with the details on **alumni@brunel.ac.uk**

Do you have a Brunel graduate working for you?

We'd love to celebrate the success stories of any Brunel alumni working for you. Whether they've come up with new initiatives, are a great team player or have led the way on a special project, we like to hear more and share their achievements on our alumni social media channels.

If you have someone in mind (and their permission to share their success), email the Development and Alumni Relations Office with the name of the graduate and their photo, their role title and the name of the company, plus a short overview of the career achievement you'd like to celebrate. Contact us on **alumni@brunel.ac.uk**

Is your organisation interested in funding research or a student scholarship?

We are passionate about creating educational opportunities for students from all backgrounds and celebrating academic excellence. If your business would like to fund research, scholarships or student prizes, and play a role in transforming the lives of Brunel students then get in touch with the Alumni Relations & Development team on **development@brunel.ac.uk**

Other Ways to Engage

Higher and Degree Apprenticeships

Are you looking for a cost-effective way to support your employee's development and skill set in their current role? Or looking for a way to attract new talent to your business?

Brunel now offers flexible work-based apprenticeships, helping local and national employers tackle skill shortages in the workplace.

What are the benefits of offering apprenticeships?

- By working with Brunel, your employees can flexibly work towards a degree and Masters level qualifications whilst in full-time employment
- Your staff will be able to apply their learning into the workplace from day one, boosting productivity
- Your staff will learn from some of the best academics in their field
- Fully funded training through your apprenticeship levy
- Non-levy paying employers receive 95% of government funding for the total cost of the training

What employers say…

86% of employers said apprenticeships helped them develop skills relevant to their organisation

78% of employers said apprenticeships helped them improve productivity

74% of employers said apprenticeships helped them improve the quality of their product or service

What apprenticeships does Brunel offer?

Digital Technology Solutions Specialist Masters Degree Apprenticeship

Nursing Associate Higher Apprenticeship

Advanced Clinical Practitioner Masters Degree Apprenticeship

Contact Us

You can stay up to date with new programmes by keeping an eye out on our website.

If you are an employer looking to work with Brunel to help in the development of new apprenticeship programmes, please get in touch with apprenticeships@brunel.ac.uk

For any general questions around apprenticeships or if you have any questions relating to any of our current apprenticeship programmes, please get in touch with shane.adams@brunel.ac.uk

Other Ways to Engage

Brunel Design School

Design Plus

We're a design-based initiative at Brunel University London, that develops and promotes collaboration between business and universities with an emphasis on knowledge exchange (see here). Design + has been leading events, facilitating projects and matchmaking people with a shared interest in the economic value of design since 2004. We work with individuals with great design ideas, start-ups, small to medium enterprises (SMEs), charities and large multinationals from all geographic regions to provide applied design support for product and service innovation. Working with businesses such as Glen Dimplex, Nerf & GSK to name a few. Businesses can do this in a number of ways:

- **Final year projects** – students in their final year take on your challenge as part of their dissertation
- **Group Projects** – As part of the syllabus we organise business challenges where for a term they can offer a challenge to a group of students and you get many ideas back
- **One off Challenge** – we can do a one-off challenge where multi-disciplinary groups work together to come up with a solution

Contact: Ryan.Smith@brunel.ac.uk

Design Factory London

Design Factory London is a new scheme - This year Brunel University London joined the Design Factory Global Network as the first UK university and will link with 33 other design led innovation hubs around the world including, Shanghai, Helsinki, New York and CERN. DFGN.org promotes design thinking and interdisciplinary project-based learning through international Collaboration's. Brunel's Business, Engineering and Design students will work on join projects to make this happen. We can do a one-off challenge where multi-disciplinary groups work together to come up with a solution. We have worked with Chelsea Football Club, Heathrow Airport as well as international universities in Netherlands, Latvia and German.

Contact: Ryan.Smith@brunel.ac.uk or Ian.Ferris@brunel.ac.uk

Co-Innovate – Journeys and Bridging the Gap

Innovation is a key business growth mechanism. However, without the right expertise, knowledge and resources in place, creating a new product or service or even introducing a new process or technology is inherently risky. Co-Innovate is a business support service based at Brunel Design School and jointly funded by Brunel University London, the European Regional Development Fund and the Greater London Authority. Consisting of two interrelated programmes: Brunel Co-Innovate Journeys and Bridging the Gap, the service directly helps London-based SMEs and graduate entrepreneurs launch, grow and scale their innovation activities, while mitigating risk by connecting them with Brunel's world-class facilities and knowledge resources. Companies interested in working with Co-Innovate can benefit in a number of ways: engaging with students on collaborative projects to address real-world business challenges, innovation mentoring, helping to apply for project funding, tailored input from specialised academics, business growth training workshops, and networking events.

Contact: Sahrish.Iqbal@brunel.ac.uk or Nam.Sharma@brunel.ac.uk

Contact Us

The Employer Engagement Team

If you have any questions or would like to discuss anything in more detail, please contact one of the team below and we'd be happy to assist! You can also contact us on **employer.engagement@brunel.ac.uk**

Emma Gilbert

Senior Employer Engagement Adviser

Emma.gilbert@brunel.ac.uk | 01895 268 864

Sarah Greene

Employer Engagement Adviser

sarah.greene@brunel.ac.uk | 01895 265 546