



MOVING ON

**A GUIDE TO EMPLOYABILITY FOR BLACK,
ASIAN AND MINORITY ETHNIC (BAME)
STUDENTS AND GRADUATES**

GETTING STARTED



Across the UK, black, Asian and minority ethnic (BAME) graduates are making a vital contribution to the work of every sector. The majority of employers recognise the benefits of diversity in the workplace and it is important that students' and graduates' ambitions are not limited by any form of discrimination.

This booklet does not aim to provide you with all the answers, but to give you the information that will help you to find employers who value diversity. We'll tell you what you need to know about your legal rights, the options open to you and direct you to reliable sources of more information.

'Equality isn't a minority interest: a fairer society benefits everyone in terms of economic prosperity, quality of life and good relations within and among communities.'

EQUALITY AND HUMAN RIGHTS COMMISSION

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ADVICE FOR STUDENTS



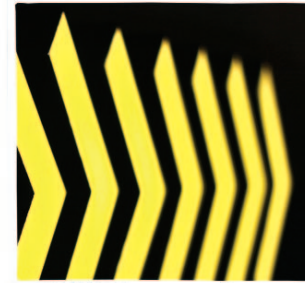
Whatever background you come from it is essential that you invest time and effort in your future career early on at university.

Many students and graduates struggle to obtain their first career role after university. Getting involved in a range of activities will help potential employers to see you as someone who can work well with staff from a range of different backgrounds.

To demonstrate that you match employers' requirements you will need to refer to extracurricular activities as well as your studies. If you have taken part in community, religious and voluntary activities related to your ethnicity, these may provide the necessary examples of what you are able to achieve while collaborating with other people.

Your university students' union is the best place to find out about clubs and societies that you can get involved in while still at university. The NUS also offers plenty of opportunities to get involved. Whatever stage you are at in your studies, it is important to visit your university careers service to discuss career options and your search for employment.

'Getting the best degree possible is very important; however, in an increasingly competitive workforce you need to show that you are more than just top marks. Extracurricular activities and internships are perfect ways to demonstrate your full abilities. In taking a leadership role in societies and other projects you prove your ability to manage your time effectively and also that you are a well-rounded individual that can bring many qualities to any job role. Internships show your dedication to a particular field, because you have sought to learn more about it in your spare time. When competing for any role you will be up against people who have probably done the same degree and got the same grade. The deciding factor will be what else you have to offer.' **BELLAVIA RIBEIRO-ADDY, NUS BLACK STUDENTS' OFFICER**



HELP AND ADVICE

There are a number of resources available to help you while at university:

YOUR UNIVERSITY CAREERS SERVICE: Offers a range of information, professional advice and guidance services and help to access job vacancies and other opportunities at local or national level. Check with your own careers service to see what they offer on campus and online. "In particular check out the Association of Graduate Careers Advisory Services (AGCAS) publication "Diversity Matters - Race" which provides tailored tips and guidance.

THE NUS: The national voice of students. Find out more about their work or get involved in the Black Students' Campaign at www.nus.org.uk

DIRECT.GOV: Practical advice on creating a great CV available at www.careersadvice.direct.gov.uk

PROSPECTS.AC.UK: The UK's official graduate careers website offering graduate jobs, careers advice and guidance and Prospects Planner,

a career-planning tool to help match your skills and interests to types of jobs, available online at www.prospects.ac.uk

REACH: An online community designed for University of London students facing barriers to reaching their potential, available at reach.thecareersgroup.co.uk/

KAL MAGAZINE: Careers magazine for BAME students and graduates www.kalmagazine.com

WORK EXPERIENCE AND INTERNSHIPS

Work experience is essential if you want to stand out in a competitive employment market. For BAME students and graduates there are some work experience schemes designed to help.



INTERNSHIPS

Internships are a great way to get the real-life experience and skills you need to kick-start your career.

GRADUATE TALENT POOL: A new initiative that offers internships for graduates in the private, public and third sector. For more information visit graduatetalentpool.direct.gov.uk

A number of organisations also offer internship schemes specifically for BAME students, for example:

THE CIVIL SERVICE: Summer Diversity Internship Programme offering students an insight into graduate opportunities in the Civil Service. For more information visit www.civilservice.gov.uk/summerdiversity

SPONSORS FOR EDUCATIONAL OPPORTUNITY LONDON (SEO): Not-for-profit organisation that provides an opportunity for undergraduate students from under-represented ethnic minority backgrounds to gain summer internships at

investment banks and corporate law firms in the UK. For more information visit www.seo-london.org

FOUNDATION PLACEMENT SCHEME: (FPS) supports the Yorkshire media industry to embrace the talents of individuals from BAME communities by delivering 12-month paid, positive action traineeships. For more information visit www.foundationplacementscheme.org.uk

PEARSON DIVERSITY SUMMER INTERNSHIP SCHEME: Business and journalism internships for final-year students and graduates from BAME backgrounds to work in Penguin Books, The Financial Times, Edexcel, The Economist or Pearson Education. For more information visit summerinternships.pearson.com/summer.htm

Other internship opportunities are available from your university placement office or websites such as www.placement-uk.com and www.e4s.co.uk.

THE NATIONAL MENTORING CONSORTIUM (NMC) aims to promote equality and diversity in graduate recruitment by bringing together students and employers through mentoring and careers programmes. The Ethnic Minority Undergraduate Scheme is a six-month programme linking undergraduates with professionals from the world of work, in order to gain support and experience. Find out more at www.uel.ac.uk/nmc/schemes/ethnic.htm

FUNDING AND SUPPORT

Funding and financial support can be a barrier to work experience while studying. Many internships are unpaid, however it is important not to let this dissuade you from striving for the very best you can. At the very least internships should cover your travel expenses and it is important to ask if they can assist any more. There are also bursaries, loans, funds and grants you can apply for whilst studying. For more information see:

THE NUS BLACK STUDENTS' HANDBOOK 2009-10:

See the Education Funding Section for more information on the financial support available. resource.nusonline.co.uk/media/resource/

DIRECT.GOV:

Further information on funding. www.direct.gov.uk/en/EducationAndLearning/index.htm

VOLUNTARY WORK

Voluntary work will also look great on your CV and make a difference to the people and projects involved. A number of organisations provide information on a wide range of volunteering opportunities:

THE BRITISH COUNCIL'S CONNECT YOUTH:

Advice and information and training for groups of young people taking part in international projects. www.britishcouncil.org/connectyouth

DO-IT: Over 1,000,000 voluntary opportunities online. www.do-it.org.uk

THE YEAR OUT GROUP: Information on a range of volunteering opportunities. www.yearoutgroup.org

VSO: Voluntary service overseas. www.vso.org.uk

V: 29,000 voluntary opportunities in England for volunteers aged 16-25. www.vinspired.com

RUTH MALARKY TOOK PART IN THE CIVIL SERVICE SUMMER DIVERSITY INTERNSHIP PROGRAMME IN 2008.

I applied and was delighted to be accepted onto the Civil Service Summer Diversity Internship Programme between my third and fourth years reading International Relations at the University of St Andrews. My internship lasted for six weeks and I was placed at the Scottish Government in Edinburgh.

While at the Scottish Government, I worked in the Strategy and Ministerial Support Directorate. I undertook research for the working group on Scotland Without Nuclear Weapons and gathered information about how other countries meet their energy needs without using fossil fuels. I also worked on the 'Scotland Performs' website, which measures and reports on the Scottish Government's progress towards its purpose of creating a more successful country, with opportunities for all to flourish through increasing sustainable economic growth. I enjoyed the diversity of work I did and that I was given space to use my own initiative.

This internship greatly influenced my decision to apply for the Fast Stream. I applied for the 2009 intake and was successful. I began my Fast Stream career in early September at the Scottish Government. Prior to my internship, I mistakenly believed the majority of 'good' Fast Stream posts to be in Whitehall. However, during the course of my time at the Scottish Government I realised there was also great potential for Fast Streamers in devolved administrations (a point that my short Fast Stream career has further highlighted).

I believe the benefits of doing an internship to be numerous. Mainly, it is a great way to see how organisations work, and a great way to make contacts and get a feel for the culture of an organisation before going through the application process. And of course, it is an excellent addition to one's CV.

FINDING EMPLOYMENT



An important part of any graduate job search is locating the most suitable employers to apply to. Various factors will influence your choices, but it is worth looking out for graduate recruiters who state their commitment to diversity.

Look at the images as well as the words on recruiters' websites. At careers fairs and recruitment events you can question company representatives on their attitude to diversity. You can also look for companies that are signed up to Race for Opportunity or other schemes that support diversity in the workforce, such as The Windsor Fellowship and The Adab Trust.

POSITIVE ACTION PROGRAMMES

Some employers have positive action programmes to encourage applications from students from BAME backgrounds. Employers with diversity schemes can be found at events like:

THE ETHNIC DIVERSITY FAIR AT THE UNIVERSITY OF MANCHESTER
www.careers.manchester.ac.uk/recruit/meetstudents/fairs/diversity/

TARGET CHANCES EVENTS
target-events.co.uk/targetchancescitylaw

A number of employers also operate schemes for graduates wishing to enter specific sectors, for example:

CHANNEL 4 DIVERSITY PRODUCTION TRAINING SCHEME
4talent.channel4.com/4talent-extra/diversity-production-training/index.shtml

THE JOURNALISM DIVERSITY FUND
www.journalismdiversityfund.com

'Talk to people in your community or that you meet during your daily routine about their current role and how they progressed. Most people do not start their first job as a Director. They will have followed a specific path. Not only will this give you an idea of their career path, but the person you speak to could well be someone who can help you get into an institution. Never underestimate the power of networking!'

GLORIA WYSE, RESEARCH AND DEVELOPMENT MANAGER, RACE FOR OPPORTUNITY



NETWORKING ASSOCIATIONS

Building your network is another useful way to find employers in your chosen field. A number of special interest groups exist to promote the interests of different groups including:

ACDIVERSITY: African and Caribbean Diversity Forum promoting the entry and advancement of its members into business organisations. For more information visit www.acdiversity.org

DYNAMIC ASIAN WOMEN: Connecting entrepreneurial and professional Asian women. For more information visit www.mydawn.co.uk/view.asp?page=main

NAPEM: Networking Association for Professional Ethnic Minorities. For more information visit www.napem.co.uk

NETWORK FOR BLACK PROFESSIONALS: Championing race equality in the learning and skills sector. www.nbm.org.uk

SPECIALIST RECRUITMENT AGENCIES

Specialist employment agencies are another important source of graduate vacancies. These include:

ASIAN JOBSITE: www.asianjobsite.co.uk

DIVERSITY JOBSITE: www.diversityjobsite.co.uk

DIVERSITY MILKROUND: www.diversitymilkround.com

ETHNIC JOBSITE: www.ethnicjobsite.co.uk

EQUALITY RECRUITMENT: www.equalityrecruitment.co.uk

GLOBAL CAREER COMPANY: www.globalcareercompany.com

RARE RECRUITMENT: www.rarerecruitment.co.uk

Other organisations promote the interests of their members in specific industries or professions. These include:

ASIANS IN MEDIA: An online media and current affairs magazine promoting further diversity in British media. www.asiansinmedia.org

THE ASSOCIATION OF MUSLIM LAWYERS: Works on issues of importance and significance to Muslims in the UK. www.aml.org.uk

THE BLACK SOLICITORS NETWORK: The primary voice of black solicitors in England and Wales. www.black solicitorsnetwork.co.uk/

FINDING EMPLOYMENT



MAKING APPLICATIONS

Once you have identified a range of suitable employers, the next step is to perfect your application and interview technique. In a competitive job market, it is important to sell yourself effectively and to make sure that all your applications are of the highest possible quality. Before and after graduation, there are resources available to help:

YOUR UNIVERSITY CAREERS SERVICE: Offers a range of information, professional advice and guidance services post-graduation, some even offer life-long careers support and help to access job vacancies and other opportunities at local or national

level. Take advantage of mock-interviews, CV preparation and application advice. Check with your own careers service to see what they offer on campus and online.

ONLINE SUPPORT: The Association of Graduate Careers Advisory Services (AGCAS) produces a range of online resources to help students and graduates prepare for applications and interviews, including:
Job Applications - Selling your skills www.prospects.ac.uk/links/jobapplications
Interviews - Preparation www.prospects.ac.uk/links/interviews

PUBLIC SECTOR OPPORTUNITIES

The public sector has a good record for supporting equality and diversity. The opportunities for graduate employment in this area are vast. Here are a few options to consider:

LOCAL GOVERNMENT If you want to investigate a career in Local Government visit www.lgjobs.com or have a look at the opportunities in your area.

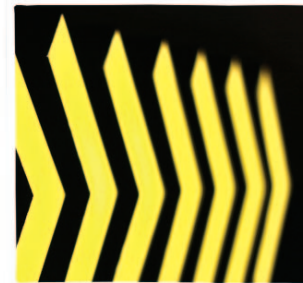
THE POLICE As a graduate there are many different ways you can contribute in the police force. You'll find full details on www.policecouldyou.co.uk

CIVIL SERVICE FAST STREAM The Fast Stream is an accelerated training and development graduate programme for people who have the potential to become the future leaders of the Civil Service. For more information visit www.civilservice.gov.uk/faststream

THE NHS There are over 350 job roles to choose from in the NHS. Find out how you could put your degree to good use at www.whatcanidowithmydegree.nhs.uk

THE ARMED FORCES Offer a diverse range of careers for graduates. Find out more at: www.armyjobs.mod.uk/education/GraduateOpportunities
www.royalnavy.mod.uk/careers
www.raf.mod.uk/careers

TEACH FIRST Offers a two-year training programme for top graduates who wouldn't normally enter the teaching profession. For more information, go to www.teachfirst.org.uk



OTHER RESOURCES

National graduate job vacancy websites are another great place to begin identifying graduate employers who are committed to diversity. You can register online for job alerts by email with the following websites:

PROSPECTS: www.prospects.ac.uk
MILKROUND: www.milkround.com
TARGETJOBS: www.targetjobs.co.uk
GUARDIAN JOBS: jobs.guardian.co.uk/jobs/graduate/

Regional websites specialising in graduate jobs are another useful resource:

GO WALES: www.gowales.co.uk
GRAD IRELAND: gradireland.com
GRADSOUTHWEST: www.gradsouthwest.com
GRADUATE ADVANTAGE (WEST MIDLANDS): www.graduateadvantage.co.uk/
GRADUATE VACANCY PARTNERSHIP (NORTH WEST): www.gvp.org.uk
GRADUATES YORKSHIRE: www.graduatesyorkshire.co.uk
HOT PROSPECTS (EAST MIDLANDS): www.hotprospects.org.uk
TALENT SCOTLAND: www.talentscotland.com

'Our diversity is our strength, driving business performance and success. It is an integral part of our strategy for competing in the current and future marketplace.'

PRICewaterhouseCOOPERS

YOUR LEGAL RIGHTS



Racial discrimination can occur at many points of employment, including recruitment, treatment at work, promotion, pay and progression, redundancy and dismissal. However, there is plenty of support available to help.

WHAT IS RACE DISCRIMINATION?

Under the 1976 Race Relations Act, it is unlawful for a person to discriminate on racial grounds against another person. The Act defines racial grounds as including race, colour, nationality or ethnic or national origins.

It is not necessary to prove that the other person intended to discriminate against you: you only have to show that you received less favourable treatment as a result of what they did.

To bring a case under the Race Relations Act, you have to show you have been discriminated against in one or more ways that are unlawful under the Act. The Race Relations Act protects

you from racial discrimination in most, but not all, situations. You will therefore have to show that the discrimination you have suffered comes within the areas covered by the Act. The law is expected to change in autumn 2010 when the Equality Bill becomes law. However, the kind of protection available is likely to be similar to current law.

For more information on racial discrimination in employment see The Equality and Human Rights Commission (EHRC) website: www.equalityhumanrights.com/your-rights/race/in-what-settings-does-racial-discrimination-occur/employment/

WHAT TO DO IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST

First, make a careful, detailed record of the incident you think was racially discriminatory. Note the names of possible witnesses and, if you can, also ask them to make a record of what happened. At this stage it might be possible to sort out the problem informally by speaking to someone in charge, such as a manager. Since the Employment Act 2002 (Dispute Resolution) Regulations 2004 (the Dispute Resolution Regulations) came into force on 1 October 2004, if a dispute related to employment cannot be resolved informally and a formal grievance is made, it is compulsory for all employers to have minimum formal procedures for resolving grievances and a person must use those procedures before commencing a claim in an employment tribunal.

WHERE CAN I GET ADVICE?

Various agencies can give you advice about your complaint. In some cases, they may also be able to give you legal assistance and help you to bring your case before a court or tribunal. You can get advice about your complaint from:

THE EQUALITY AND HUMAN RIGHTS COMMISSION (EHRC) Promoting equality and human rights in Britain. www.equalityhumanrights.com
See their specialist advice for young people: www.equalityhumanrights.com/youthrights

A CITIZENS ADVICE BUREAU or another local advice service, a complainant aid body or a law centre. www.citizensadvice.org.uk

COMMUNITY LEGAL SERVICE DIRECT you may be able to get help from a local advice centre or solicitor who specialises in employment law. Community Legal Service Direct lists solicitors and some advice agencies, by area. England & Wales only: www.clsdirect.org.uk

A TRADE UNION if the incident is related to work, there is a union at your workplace, and you are a member.

OTHER USEFUL RESOURCES

THE DIVERSITY GROUP: www.thediversitygroup.co.uk

ETHNIC MINORITY TASKFORCE: www.emetaskforce.gov.uk/

EQUALITY BRITAIN: www.equalitybritain.co.uk/

EQUALITY CHALLENGE UNIT: www.ecu.ac.uk/

PATH NATIONAL: www.pathuk.co.uk/

RUNNYMEDE TRUST: www.runnymedetrust.org/

FIND OUT MORE

To find out more get in touch with the Equality and Human Rights Commission via www.equalityhumanrights.com or contact one of the helplines below.

HELPLINE - ENGLAND

Telephone: 0845 604 6610
Textphone: 0845 604 6620
Fax: 0845 604 6630

HELPLINE - SCOTLAND

Telephone: 0845 604 5510
Textphone: 0845 604 5520
Fax: 0845 604 5530

HELPLINE - WALES

Telephone: 0845 604 8810
Textphone: 0845 604 8820
Fax: 0845 604 8830

Monday - Friday 8am - 6pm.
Calls from BT landlines are charged at local rates, but calls from mobiles and other providers may vary.

