

Libraries and Learning Innovation

# Developing digital literacy skills in professional and academic staff

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# Leeds Beckett University



- ~20<sup>th</sup> 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.

# Employability @ Leeds Beckett

Leeds Beckett University 2015

Developing Excellent Academic Practice (**DEAP**) Conference

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.

# Libguides!

## Employability skills

- Home
- Steps to Employment
- Boost Your CV
- Graduate Attributes
- Company Information & Entrepreneurship
- Leadership
- News & Media
- Professional Networking
- Project Management
- After Leeds Beckett

## Welcome

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 employers.

## Twitter @BeckettCareers

### Tweets by @BeckettCareers

 LeedsBeckett Careers @BeckettCareers  
Considering Teaching? TryTeaching offers a Graduate Teaching Intern (GTI) scheme for paid internships in schools [buff.ly/1OBuK6P](http://buff.ly/1OBuK6P)

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 LeedsBeckett Careers @BeckettCareers  
Unique access to your very own jobs board. Vacancies for @leedsbeckett students & graduates:  
[myhub.leedsbeckett.ac.uk/students/jobs](http://myhub.leedsbeckett.ac.uk/students/jobs)

Looking for a job? Hundreds of new vacancies are added

## Library books to help you at any level

- [Your career](#)
- [Academic writing](#)
- [Developing IT skills](#)
- [Writing a CV](#)
- [Job hunting](#)
- [Internships](#)
- [Placements](#)
- [Study methods](#)
- [Stress management](#)
- [Time management](#)

## Skills for Learning resources

### Employability skills:


- [Professional Skills](#)
- [Types of employment](#)
- [Reflection](#)

### Employability skills development:

- [Workshops](#)
- [IT tutorials](#)

## Contact Us

-  [Chat with Us](#)
-  [\(0113\) 812 1000](tel:(0113) 812 1000)
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## Library membership

If you are not a student at Leeds Beckett University you can still use the Library.

# “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.

### Year 1 (Level 4)

- Develop your Employability skills using **myCareer** on the [MyBeckett](#) Employability tab
- Develop your academic skills – writing, referencing, research
- Get involved in [sports](#), [societies](#), [volunteering](#) and [Student union activities](#)
- Attend [careers events](#)
- Develop your [IT skills](#)
- Visit [Careers Advice](#)
- Write a CV for voluntary, part-time and vacation jobs
- Check the [Job Shop](#) for casual paid work
- Learn a language for free here at [University](#)
- Make sure you record what you do, try a blog or a paper diary
- Consider creating a [LinkedIn](#) profile and start connecting, and recording
- Think about contacts you already have; could they help with voluntary or paid work?
- Explore potential industries, companies and roles
- Get help with any of this if you get stuck

### Year 2 (Level 5)

- Consider your options using the [Prospects Career Planner](#)
- Try to find work experience that will help you develop specific skills useful in your desired career
- Learn to sell yourself – your strengths, weaknesses, values, experience and career aims
- Attend [careers events](#)
- Attend [external events](#)
- Update your [CV](#)
- Practice filling in [application forms](#)
- Apply for summer [internships](#)
- Plan postgraduate study [abroad](#)
- If you didn't in your first year, learn a language for free here at [University](#)
- Get help with any of this if you get stuck

### Year 3 (Level 6) and Masters

#### September

- Applications open for [PGCE \(teacher training\) courses](#)
- Start looking at [graduate employment programmes](#)
- Start to apply for Postgraduate study [abroad](#)

#### October

- From careers pick up a directory of employers and think about which you might apply to
- Keep an eye on the Graduate jobs [vacancy database](#)
- Look at quality [graduate vacancy websites](#)
- Attend [careers events](#)
- Attend employer presentations on campus
- Attend recruitment events [off campus](#)
- [Medical School](#) applications close mid-October

#### November

- Attend [careers events](#)
- Attend recruitment events [off campus](#)
- [Law conversion](#) courses for non-law graduates
- Prepare for interviews and assessment centres

#### December

# 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](#)


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### [Opening Hours](#)



## Twitter @BeckettCareers

Tweets by @BeckettCareers

# 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.
- [Kompass](#) Search the directory of 2.3 million companies world-wide by company or product. Registration required.
- [ThomsonLocal.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

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### Opening Hours



## Twitter @BeckettCareers

### Tweets by @BeckettCareers

-  **LeedsBeckett Careers** @BeckettCareers  
@LUFC are looking for hosts & hostesses to work matchdays when the next season kicks off  
[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 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.

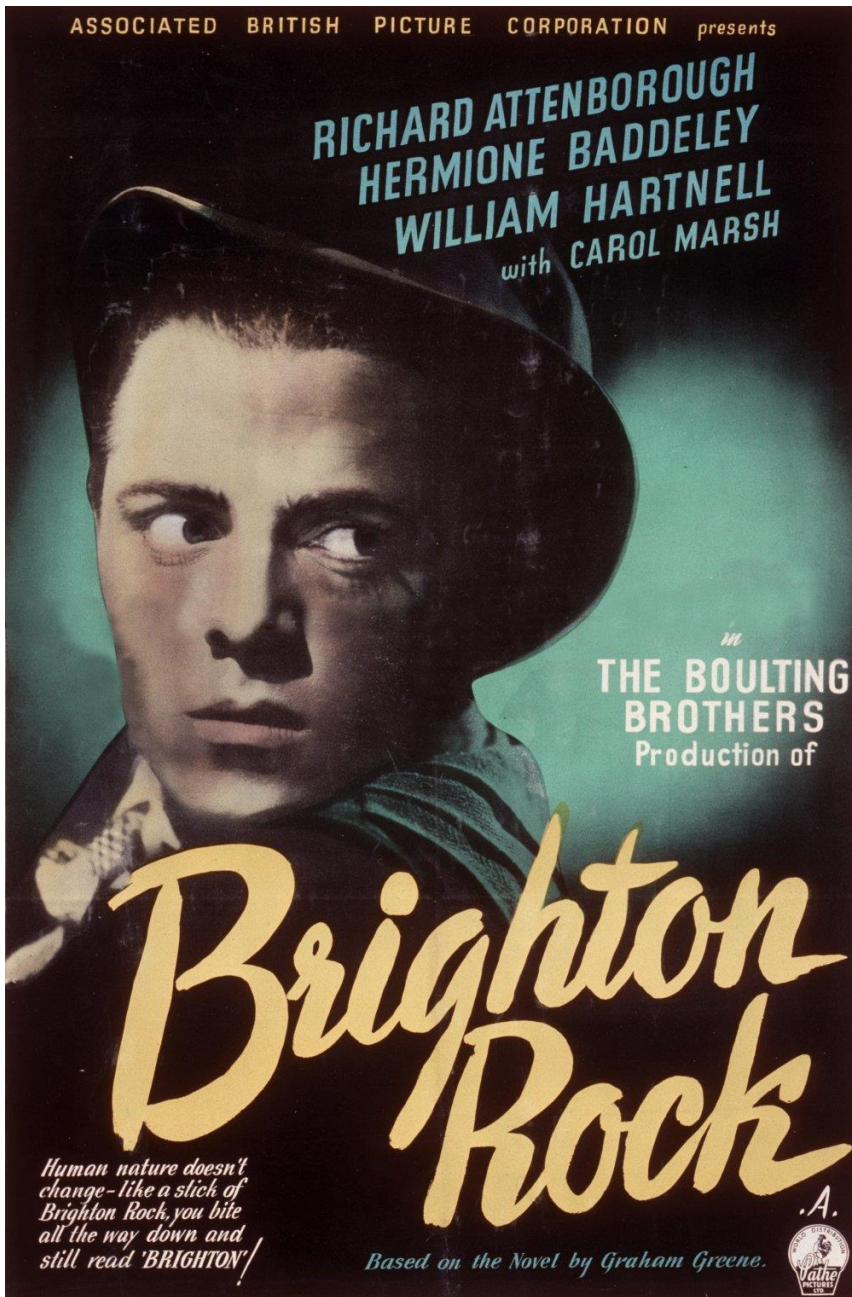
Why use LinkedIn?

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






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

Image and quotation, Brighton Rock, 1947 film.

# Online resource lists



LEEDS  
BECKETT  
UNIVERSITY

Search | Administration

## Module Resource List

### VLE001064 - Exemplar Module (2015-2016)



#### Essential reading



#### Studying literature : a practical introduction /

Atkin, Graham. (Series Ed.)  
*Harvester Wheatsheaf, 1995*



#### Literary theory : an introduction / 2nd ed.

Eagleton, Terry.  
*Blackwell, 1996*



#### The concise Oxford companion to English literature. Fourth edition /

Birch, Dinah, (Series Ed.)  
*Oxford University Press, 2012*



# Synthesis with current content

**THE LIBRARY** 24 SEVEN LEEDS BECKETT UNIVERSITY

Library Home Using the Library Subject Support IT Support Resources Search Library website Search

**Health**

Welcome Books Databases **Dissertations and Projects** Evaluating information Journals Literature Reviews Newspapers

OERs and MOOCs Statistics Support Workers Websites

**Dissertations and Projects**

During your studies, you may have to produce an independent research project, dissertation, thesis, or other lengthy piece of academic work. This tab offers generally applicable information to help you, supplementing the directions of your Tutor or Supervisor with details of the resources and support available from the Library.

You may also wish to explore the pages on [literature reviews](#) and [evaluating information](#), as well as the [Skills for Learning](#) resources on [academic communication](#) (including further material on literature reviews and dissertations) and [research](#).

Remember to use the [Library catalogue](#) and [Discover](#) to search for useful books and journal articles to support your studies.

**Useful books**

You can find many other useful books on dissertations, theses and research projects on the [Library catalogue](#), many written to support more specific topics. However, the following general titles may help you to get started:

**Doing a Successful Research Project** by Martin Brett Davies; Nathan Hughes  
ISBN: 9781137306425  
Publication Date: 2014

**Doing your Research Project: a guide for first-time researchers** by Judith Bell  
ISBN: 9780335264469  
Publication Date: 2014

**How to Complete a Successful Research Project** by Kathleen...

**Tutorial on getting started**

Libraries and Learning Innovation

## Getting started with your research

Laurence Morris, Academic Librarian

1 of 28

How can I find past dissertations, theses and projects in the Library?

**Your Academic Librarian**

**Laurence Morris**

Book an Appointment

0113 812 1102

L.D.Morris@leedsbeckett.ac.uk

**What other help is available?**

Remember, if you are unsure about anything, you should check with your...

# Open Access Publishing

LEEDS BECKETT UNIVERSITY Repository

Home About Browse

Search

### Advanced Search

Don't panic! Just leave the fields you don't want to search blank. [Click here for a simple search.](#)

Search Reset the form

Documents: all of [input] ?

Title: all of [input] ?

Creators: all of [input] ?

Abstract: all of [input] ?

Date: [input] ?

Uncontrolled Keywords: all of [input] ?

Subjects: [list of subjects] Any of these ?

Item Type: [checkboxes for Article, Book Section, Monograph, Conference or Workshop Item, Book, Thesis, Patent, Artefact, Show/Exhibition, Composition, Performance, Image, Video, Audio, Dataset, Experiment, Teaching Resource, Other]

[http://libguides.leedsbeckett.ac.uk/research/open\\_access](http://libguides.leedsbeckett.ac.uk/research/open_access)

<http://eprints.leedsbeckett.ac.uk/cgi/search/advanced>

# ORCiD



# HEA Fellowship support

International Go to MyAcademy



TRANSFORMING TEACHING  
INSPIRING LEARNING

Search



OR BROWSE THE

HUB

ABOUT

RECOGNITION & ACCREDITATION

DISCIPLINES

FRAMEWORKS & TOOLKITS

RESEARCH

SERVICES

EVENTS

CONTACT



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Recognition & Accreditation > Fellowships

You are currently in:

Recognition & Accreditation

> UKPSF

▼ Fellowships

Benefits of HEA Fellowship

Accredited route to HEA Fellowship

Experienced route to HEA Fellowship

Application process for HEA Fellowship

Become an Associate Fellow of the HEA

Become a Fellow of the HEA

## 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.

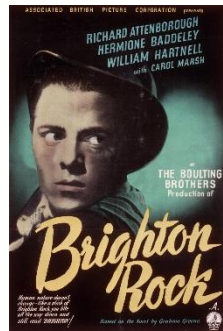


# What next?

- 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.
  - [j.l.Wilson@leedsbeckett.ac.uk](mailto:j.l.Wilson@leedsbeckett.ac.uk) ; 0113 8123381
  - <http://bit.ly/jenniewilson>
- Laurence Morris, Academic Librarian for the Faculty of Health and Social Sciences.
  - [l.d.morris@leedsbeckett.ac.uk](mailto:l.d.morris@leedsbeckett.ac.uk) ; 0113 8121102
  - <http://bit.ly/1NaluEV>