

## How to develop your skills at home

Welcome to our short resource guide, providing ideas and useful links for things to help you develop your employability, whilst in lockdown. This guide includes:

- Virtual Internships and experiences
- Online Courses
- Building your commercial awareness
- Volunteering
- Working remotely

### Virtual Internships and Experiences

#### What is a virtual internship?

Virtual internships are flexible, online opportunities, giving you the opportunity to undertake remote experience. Many virtual internships exist in the fields of IT, sales, journalism, marketing, and software development.

Some employers will give you project work/tasks to complete over a period of time, and you may have regular catch-ups and support from the employer during your virtual internship.

Depending on the sector and nature of the role, you may not be able to undertake all the elements of a real internship, due to client / patient confidentiality. For example, handling client casefiles for a law firm. However, you are still able to experience some of the work of a trainee and the function of the business.

#### Where to search for opportunities:

<https://www.indeed.co.uk/Internship-Remote-Working-jobs>  
<https://www.ratemyplacement.co.uk/virtual-internships>

#### The Forage – Virtual Experiences

The Forage host company-backed free open-access virtual internships. Their programs allow students to build career skills, gain experience and increase their understanding of different careers. These are module-based virtual internships which requires students to carry out and submit a series of tasks via an online platform. Opportunities include those in Law, Design, Tech, Investment Management, Banking and more!

Companies include: Linklaters, JP Morgan Chase & Co, Accenture, Citi, White & Case, KPMG

Sign-up for free here: <https://www.theforage.com/virtual-internships>

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## **Rate my Placement: Work Ready Virtual Experience**

RateMyPlacement.co.uk has teamed up with Inside Sherpa and Development Beyond Learning (DBL), to launch a FREE work ready virtual experience. The work ready virtual experience consists of three modules. Each one allows you to build specific skills that translate into the workplace - Wellbeing and resilience under lockdown, virtual first impressions and remote networking.

<https://www.ratemyplacement.co.uk/blog/work-ready-virtual-experience-free/>

## **Online Courses**

There are lots of online courses you can explore, many of which are free. Whether that be something to complement your degree, or you want to learn something completely new, such as coding, a language or digital marketing. You are not only learning something new, but having this on your CV will show your professional development outside of your degree!

### **Study Plus**

We offer free courses through Study Plus! Offering a variety of online workshops, covering a range of topics, including: meditation, resilience, project management and photography!

View courses and book via Target Connect: <https://careers.kent.ac.uk/>

### **MOOC Courses**

Massive Open Online Courses (MOOCs) are free online courses available for anyone to enrol. Visit here: <https://www.mooc.org/>

### **Subjects covered:**

Architecture, Art & Culture

Biology & Life Sciences, Business & Management

Chemistry, Communication, Computer Science

Data Analysis & Statistics, Design

Economics & Finance, Education & Teacher Training, Electronics, Energy & Earth Sciences

Engineering, Environmental Studies, Ethics, Food & Nutrition

Health & Safety, History, Humanities

Language, Law, Literature

Math, Medicine, Music

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Philanthropy, Philosophy & Ethics, Physics, Science, Social Sciences

### **Other online course sites**

<https://www.open.edu/openlearn/free-courses> - Open University free courses

<https://www.classcentral.com/report/free-online-learning-coronavirus/> - a full list of free online courses

[hayslearning.co.uk](https://hayslearning.co.uk) - home-working practices, wellbeing

<https://learndigital.withgoogle.com/digitalgarage/courses> – data & tech, digital marketing and career development

<https://www.futurelearn.com/>

[www.coursera.org](https://www.coursera.org)

<https://online-learning.harvard.edu/>

<https://www.linkedin.com/learning> - first month free

[Google Digital Garage](#)- Over 126 online courses are available here

[Future You Podcast](#)- A podcast run by Prospects for those at any stage of career planning

[Amazon Meet and Engage](#)- Webinars discussing graduate careers with Amazon

[Edx](#)- Various online skills and subject courses

[Alison](#)- Free online courses

[Accenture Skills to Succeed Academy](#)- online training and employability skills development

### **Association for Project Management, MOOC Courses**

MOOC #1 – [Business Fundamentals: Project Management](#) – next cohort 11 May

MOOC #2 – [Project Management: Beyond the Basics](#)

### **Learn to Code**

<https://www.kaggle.com/> - data science and python

<https://www.codecademy.com/> - Includes HTML, CSS, JavaScript, SQL, Python, Data Science

<https://www.freecodecamp.org/learn/>

<https://www.udemy.com/> - [Python Core and Advanced](#)

[Girls Who Code](#)

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## Microsoft

The Excel basics tutorial - [https://www.udemy.com/course/excel\\_quickstart/](https://www.udemy.com/course/excel_quickstart/)

Level 2 Microsoft packages - <https://www.vision2learn.net/course/free/107/essential-it-skills-level-2>

## Learn a language

[Duolingo](#) - This service takes a game-like approach to learning and offers apps for iOS, Windows Phone and Android.

[Open Culture](#) - can help you learn one a popular language like English, French, Spanish, Italian, Russian, or Mandarin. But there are a total of 48 language options listed on this portal to free language course downloads.

[Livemocha](#) - gives you access to free lessons for 35 languages, but also offers a vibrant community of native language speakers from 190 countries you can connect with to practice your speech.

<http://www.bbc.co.uk/languages/>

## Build your Commercial Awareness

Commercial awareness is having a good understanding of an organisation / company (how it works, how it makes a profit, it's client, objectives, services, products) and the industry in which it sits (understanding how current news can impact the sector). You should have an overview of what's going on in the market sector - Are there legal or regulatory changes on the way, or does the economic situation have a larger-than-usual impact?

Read more at:

<https://www.skillsyouneed.com/general/commercial-awareness.html>

<https://www.brightnetwork.co.uk/graduate-career-advice/commercial-awareness/an-overview/>

Below, are a few links for building commercial awareness in some sectors:

### Finance and Business

[www.prospects.ac.uk](http://www.prospects.ac.uk) - The Graduate Prospects website contains information on a range of job sectors, with useful links to further resources and information

[www.berr.gov.uk](http://www.berr.gov.uk) – The Department of Business Innovation and Skills provides a wide range of industry reports.

[www.ft.com/home/uk](http://www.ft.com/home/uk) - this website allows you to search within the sections News, Markets, Industries and Companies. News searched can be drawn from the FT archives or global news resources.

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[www.reuters.com](http://www.reuters.com) – Read the latest news stories from around the world. Sections dedicated to business, technology, international news etc.

[www.bbc.co.uk](http://www.bbc.co.uk) - The BBC provides business news

[Finimize](#) - A free daily email that summarises the top financial news in three minutes. Great for those who just want to get the gist of the big stories.

**The World of Business podcast** - Insights into the business world from Radio 4's in Business programme.

**Business Daily podcast** - BBC World Service's daily podcast on the world of money and work from across the globe.

**Today programme on BBC R4** - Today is the most influential news programme in the United Kingdom and sets the day's political agenda each morning. If you want to quickly build awareness of current affairs in politics, business and society, then listen to this.

## Actuarial Science

<https://www.actuarialcareers.co.uk/career-advice/how-to-develop-commercial-awareness/>  
- overview of commercial awareness in this sector

<https://www.theactuary.com/>

[STEM Women](#) - are holding virtual careers fairs every Wednesday

## Legal

<https://www.legalcheek.com/> - market news

<https://www.legalweekjobs.com/> - jobs and news

<https://www.thelawyer.com/news/> - UK and international news

<https://www.youtube.com/user/LawCareersNet> - insights from recruiters, lawyers and the LCN team

## Politics

<https://www.bbc.co.uk/news/politics>

<https://www.independent.co.uk/news/uk/politics>

<https://www.economist.com/>

<https://www.politicshome.com/>

<https://www.huffpost.com/> - US and world news

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## Psychology

<https://www.psychologytoday.com/gb> - group of renowned psychologists, academics, psychiatrists and writers to contribute their thoughts and ideas

<https://www.bps.org.uk/> - The British Psychological Society

[https://www.sciencedaily.com/news/mind\\_brain/psychology/](https://www.sciencedaily.com/news/mind_brain/psychology/) - latest research news

<https://www.independent.co.uk/topic/Psychology>

<https://www.newscientist.com/article-topic/psychology/> - weekly science and technology magazine

## Volunteering

### Coronavirus support

NHS Responder roles: <https://nhsvolunteerresponders.org.uk/i-want-to-volunteer>

Local Council Lists: <https://www.kent.gov.uk/social-care-and-health/health/coronavirus/coronavirus-your-questions-answered#tab-9>

Kent Foodbank & Emergency Services: <https://kentfoodbank.org/index.php>

Trussell Trust – Food bank network have set up their own online schemes to match volunteers with food banks in your area, including virtual roles. <https://www.trusselltrust.org/get-involved/volunteer/>

British Red Cross have prepared a [training video and quiz](#) to help you volunteer safely.

### Volunteer Centres

Volunteer Centres: <https://www.ncvo.org.uk/ncvo-volunteering/find-a-volunteer-centre?view=map>

Kent County Council: <https://www.kent.gov.uk/leisure-and-community/volunteering>

Canterbury and Herne Bay Volunteer Centre: <https://chbvc.org/>

### Virtual Volunteering:

<https://www.careeradict.com/online-volunteering-opportunities>

<https://www.standard.co.uk/lifestyle/london-life/charities-you-can-remotely-volunteer-for-uk-a4400156.html>

Do it.org: <https://doit.life/ours>

Volunteering Matters: <https://volunteeringmatters.org.uk/>

Reach Volunteering: <https://reachvolunteering.org.uk/>

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## Specific Voluntary Organisations

Age UK: <https://www.ageuk.org.uk/get-involved/volunteer/neighbourly-volunteering/>

The Prince's Trust: [Prince's Trust Online Mentors](#)

[Zooniverse](#) - take part in real cutting edge research in many fields across the sciences, humanities, and more

[Project Implicit](#) - non-profit organization and international collaboration between researchers who are interested in implicit social cognition

[Be My Eyes](#) - a free app that connects blind and low-vision people with sighted volunteers and company representatives for visual assistance through a live video call.

[Translators without Borders](#) - Translators without Borders depends on volunteers to translate millions of words, but also to help us run the organization.

[Librivox](#) - LibriVox volunteers read and record chapters of books in the public domain (books no longer under copyright), and make them available for free on the Internet

[Missing Maps](#) - Missing Maps is an open, collaborative project in which you can help to map areas where humanitarian organisations are trying to meet the needs of vulnerable people.

[Smithsonian Transcription Center](#) - Become a Smithsonian Digital Volunteer and help us make historical documents and biodiversity data more accessible.

[UN Volunteering](#) - The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. Online volunteering allows organizations and volunteers to team up to address sustainable development challenges – anywhere in the world.

[ZSL- Instant Wild](#) - ZSL's Instant Wild empowers you to take part in vital conservation work, bringing you LIVE images and videos from amazing locations all around the world. By identifying the animals in each image, you are contributing to conservation and making a positive impact on the future for wildlife.

[Child.org Indoor Corps](#) - Join the Indoor Corps - volunteer from your sofa and help Child.org tackle the coronavirus crisis in some of the world's most vulnerable communities.

[BookShare](#) is an e-book library that helps people with dyslexia, learning disabilities, visual impairments, physical disabilities, and other reading barriers to read and enjoy stories. Volunteers can scan books to the platform, as well as proofread and describe images.

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## Working Remotely

[Prospects](#) have created a page specifically around the impact of Covid-19 on graduates searching for work experience and jobs.

[LinkedIn](#) article around remote working and how to use LinkedIn to find remote roles.

[Reed](#) and various online recruitment firms have dedicated work from home/remote working pages.

[Employment 4 Students](#) have a dedicated page for online freelance jobs for students.

[Upwork](#) is an international website with many UK jobs listed. As the work is being done online, clients can take jobs from anywhere in the world.

[People per hour](#) has a wide range of jobs on offer, with a good selection in creative arts, and employers' pay rates seem reasonable. Freelancers can also sell their services for either an hourly rate or a fixed price for the entire project. Offers a full range of services.

## Update your CV and LinkedIn Profile

Sometimes it's hard to find the time to update your CV or LinkedIn profile, but if you have some time to spare now, use it to create a standout CV or profile!

Reflect on your recent experiences, such as a part-time job, a previous internship or placement, a voluntary role, an insight day you attended or involvement with a society, and start adding these.

### CV support

<https://www.kent.ac.uk/ces/student/cvs.html> - Our tips on style, format and content

<https://moodle.kent.ac.uk/2019/course/view.php?id=248> – Review our 'CV and Cover Letter' talk on our CES Moodle page. Under 'Videos & Audio Recordings'

Visit [careers.kent.ac.uk](https://careers.kent.ac.uk) – Book a 15-minute Quick Advice appointment, to have your CV reviewed by an Adviser.

### LinkedIn

<https://moodle.kent.ac.uk/2019/mod/panopto/view.php?id=311286> – Review our 'Using LinkedIn' workshop, if you are just getting started with creating your profile.

Visit [careers.kent.ac.uk](https://careers.kent.ac.uk) – Book a 15-minute Quick Advice appointment, to have your CV reviewed by an Adviser.

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