

Dear Santa,

Thank you for all the things you brought last Christmas time, and during 2006. NASES National Office has worked hard this year, and tried to be really good, to keep all our NASES members happy.

Here at National Office we don't have a chimney but there should be plenty of space on the car park when you visit, and we won't forget to leave some milk and cookies, I can't wait to see what you bring!

For Christmas what NASES wants most is:

- * NASES Charity Status
- * The new NASES website launch
- * A seasonal sponsor for our SEOTY launch in 2007.

It would also be great to get;

- * Lots of new members and membership renewals to break last year's record
- * Plenty of delegate bookings to attend the NASES 2007 training events
- * A great NASES Conference 2007 in Newcastle
- * The best National Student Employment Week ever

Thank you Santa,
I hope you can carry all that in your sleigh!

With love from NASES National Office



Dates for your Diary

24/01/07	Woburn House, London	NASES Training: CV and Guidance Workshop
06/02/07	Liverpool	NASES Training: Setting Up a Student Employment Service
19/02/07 to 20/02/07	London	NASES Training: International Students
14/03/07		NCWE Awards Luncheon
14/03/07	Liverpool	NASES Training: Employment Law
20/03/07		Northumbria University NASES Executive
22/03/07	Woburn House London	NASES Training: Job Shop Master Class
03/07/07 to 05/07/07		University of Newcastle NASES Conference 2007

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December 2006 Newsletter

In this issue

- Our Survey Said...
- Work Experience Qualifications Update
- The Five most common Employment Myths
- Shell STEP Awards
- ASET Silver Jubilee Celebrations

Guest Editor's Welcome

It is my pleasure to welcome you to the December edition of the NASES newsletter. Usually this letter is written by the NASES Chair, John Trantom, but John is currently on paternity leave recovering from becoming a Dad for the first time (baby boy, Howie) so congratulations to John and his wife Claire. Our thoughts and best wishes go to Alison Clark who is now on maternity leave awaiting the arrival of twins, so in my capacity as acting NASES Director, the duty has fallen to me.

At NASES National Office its business as usual, with plenty going on including the Work Experience Qualification update page 5 the NASES Training Programme 2007 dates are now available - including a range of new, never seen before courses, and you can see the results of the membership survey carried out in summer. As a membership organisation this demonstrates commitment to one of our key aims; "Being open, listening to needs, and responding to these."

This addition also features an overview of NSEA Conference 2006 and NSEW events, with the Northumbria Job Shop service celebrating their 10 years anniversary, and a review of the Shell STEP Awards and Winners, where NASES was represented on the judging panel by John Trantom.

Finally there is an excellent article entitled "The five most common Employment Myths held by businesses," which is great starting point for any post Christmas promotion or mail outs you may be planning!

With autumn term almost over and Christmas pending, Louise and I take this opportunity to offer seasonal greeting to all,

See you in 2007!



Paul Cullinan, NASES National Office

NASES Training in '07

The NASES Training Programme for 2007 has been confirmed, please find details to the right. Following feedback from NASES Training events in 2006, and the NASES Conference 2006, some new, never before seen NASES courses have been introduced including;

- Working with International Students – Cultural Awareness
- Managing a Team
- Employment Law (led by an area specialist)

Our first event of 2007, Providing Advice and Guidance (CV & Interview Skills), will take place on Wednesday 24th January 2007 at Woburn House in London. "A great session, excellent course – it made me realise I CAN do this!" (26/04/2006)

Maximising the potential of any training course demands 100% input from both the trainer and delegates, balancing training theory and learning concepts, in order to increase knowledge and skills development.

Feedback from NASES training events 2006 concludes delegates were motivated, enthusiastic, and ended the training day ready to take on new challenges



NASES National Office also works with NASES Regional Representatives to offer and deliver regional training events on request, from the sessions outlined, or designed and tailored to regional requirements usually identified at regional meetings.

In September GO Wales hosted a NASES Job Shop Master Class Training Day for all 10 Welsh institutional Job Shops, as a refresher course before the new term.

Ruth Owen, University of Wales Aberystwyth and NASES Regional Representative for Wales said;

"This was a really useful event, excellent timing and a thorough and comprehensive programme, full of information and new ideas for the academic year."

... so take a look at the courses below and book now to avoid disappointment!

If you would like to enquire about regional training events contact your regional representative or NASES National Office.

24/01/07	London	Providing Advice and Guidance (CV's and Interview Skills)
09/02/07	Liverpool	Setting Up a Student Employment Service
19/02/07	London	Working with International Students - The Regulations
20/02/07	London	Working with International Students – Cultural Awareness
14/03/07	Liverpool	Employment Law
22/03/07	London	Job Shop Master Class
19/04/07	London	Financing your Service
08/05/07	Liverpool	Everything you need to know about Student Employability
07/06/07	Liverpool	Innovative Marketing
15/06/07	London	Managing a Team
22/08/07	Liverpool	Providing Advice and Guidance (CVs and Interview Skills)
04/09/07	Liverpool	Working with International Students – The Regulations
05/09/07	Liverpool	Working with International Students – Cultural Awareness
13/11/07	London	Employment Law

ASET Silver Jubilee Celebrations

By Keith Fildes Company Administrator



In 2007 ASET (Association for Sandwich Education and Training) will celebrate 25 years of promoting the concept of work placements and providing support to practitioners in this sector.

ASET is the professional body for placement and employability staff. ASET is an educational charity run by work-based learning practitioners for work-based learning practitioners and offers representation, support, advice, and guidance to all professionals who work in the field.

ASET was officially incorporated on 3 February 1982 and, although work-based learning has undergone substantial changes since then, with the huge expansion of placement learning and the development of a wide variety of innovative and diverse placement schemes, the ethos of ASET remains the same. To celebrate its Jubilee, ASET is developing a new strategic plan. This will set out new initiatives to build on the comprehensive service ASET already provides to over 1300 academic and administrative placement and employability professionals at 90 institutions.

These initiatives include:

- A series of good practice guides, to be inaugurated by the publication of 'Volume 1 – Developing a Generic IT System to Manage Placements' in the spring.
- A placements messageboard and Jiscmail to create an arena for practitioners to share good practice, experiences and problems.
- The establishment of an advisory board of key placement employers to facilitate industry input and endorse ASET's work.
- The development of schemes to promote the general concept of placements to students, particularly targeting the careers and sixth form sectors.
- A new staff development programme to include training on practical application of the new QAA Code of Practice and UCEA Health and Safety guidance when they are launched.
- Assisting NASES with the development of its Masters level qualification on the Management of Student Work Experience.
- A re-launched website with improved and expanded resources for practitioners.

For information on any of these initiatives, or any other aspect of ASET business, please contact the ASET office on 0114 2212902 or aset@aset.demon.co.uk, or go to www.asetonline.org

national student employment week

by Jenni Wilcott, University of Chester

The University of Chester Student and Graduate Careers held a very successful Job Shop Fair at their Chester campus on the 18th October. As part of National Student Employment Week, the event was designed to bring employers and students together, to promote student / employer relationships and highlight the issues surrounding student employment.

This was the first time that we had held a fair, in previous years we had invited one employer onto campus each day of the National Student Employment week.



The fair was a great success. We invited eight employers representing different sectors, including a local employment agency, bank, a large retail store, a hotel, a fitness centre and a catering company. We also promoted our Job Shop & voluntary opportunities to all students.

Over 200 students attended hoping to secure part time work and all the employers were kept extremely busy. There was also a free prize draw to enter with each employer who attended the fair donating a prize.

Representatives from the Crowne Plaza Chester said; "Our attendance was a huge success which has resulted in being able to short list 30 people for interview. All the applicants seem to be of very high quality and we wish we had enough vacancies (so) that we could have placed all of the students that we have interviewed so far. (region of 20 interviews this week). The support from yourselves on the day was also excellent and we look forward to doing this again in the future."

Adecco agency said; "Thank you once again for letting us attend the fair last week. We had a huge amount of success on the day and yesterday with our open evening. Most of the students turned up to fully register with us and we are now on the look out for suitable work for them to start straight away. We look forward to you inviting us along to the next fair."

The University of Chester's Warrington campus also had a successful week with three employers coming to recruit students for part time work on their campus, this event was also well attended.

Work Experience Qualifications

For the last two years NASES has been working with AGCAS and NCWE to develop a national qualification for practitioners in the Work Experience sector. This development work has been generously funded by HECSU, the charitable arm of Graduate Prospects.

The University of Reading are helping us to develop the qualifications, and will deliver and award a Postgraduate Certificate and Postgraduate Diploma in the Management of Student Work Experience.

The Postgraduate Certificate will consist of modules 1-3 (60 credits of learning) while the Postgraduate Diploma will consist of modules 1-6 (120 credits).

Modules	Credits	Residential
1. The Recruitment Process	20	
2. Advice and Guidance skills	20	3 days
3. Employer Relations	20	
4. The Management Of Human And Financial Resources	20	3 days
5. Enhancing The Quality Of Your Service	20	3 days
6. Marketing & Strategic Management	20	

The qualifications will be launched in August 2007 and will be available through online distance learning via Blackboard.

It is anticipated that the first module to be introduced will be The Recruitment Process, with the Advice and Guidance Skills, and Employer Relations modules introduced in January 2008. A brief description of the first three modules is included below. All modules will run in cohorts and must be completed within a 9 month period.

The Recruitment Process:

This module focuses on the recruitment of candidates for work experience. Concepts of strategic fit and human resource planning are addressed, and recruitment and selection processes are explored. The support needs of home and international students are considered with particular reference to cross cultural issues. The requirements of employment law and employee rights are identified. Models of equal opportunity are critically appraised and practical approaches to managing diversity are identified and evaluated.

Advice and Guidance Skills:

This module includes theories of learning and career development alongside models of advice and guidance. Advice and guidance activities, include; information provision; coaching; personal development; planning; facilitation; and referral enhancing the employability of students. This module is supported by a 3 day residential course.

Employer Relations:

This module will equip trainees with the knowledge and skills required to interact effectively with employers and to develop a strategic approach to this work.

Entry requirements are fairly standard for postgraduate qualifications – a previous degree and / or prior work experience and other relevant qualifications. Your individual circumstances can be discussed with the Course Admissions Tutor Phil Mignot (details below). It is of course expected that candidates will have previous qualifications and experience which can be APL'd against the learning outcome of the qualification.

We are delighted to announce that we have secured the NCWE Bursary Fund in order to assist practitioners and their organisations, who, due to lack of funding, would be unable to undertake the Work Experience Qualifications. NASES are working with NCWE to determine the distribution of this funding, and information will be available as soon as possible. We take this opportunity to thank Mike Hill (Graduate Prospects) and Heather Collier (NCWE) for their continued support.

Places on this first year are limited so if you are interested please contact Reading directly so they can ensure you receive a fuller application/information pack as soon as it is available.

Further information is available direct form the NASES National office or Phil Mignot at the University of Reading email p.a.t.mignot@reading.ac.uk



The five most common 'Employment Myths' held by businesses

By Alan Phillips, Employment Manager Business Support Helpline



Failing to follow the correct procedures for employee minimum wage, basic employment contracts, and employee misconduct is putting employers at risk of potentially costly claims.

Each year there is continuing growth in legislation, together with legal rulings on the application of current law. It is not, therefore surprising that employers become confused and fail to understand how they should be treating their employees. All businesses looking to stay within the law and save money should go back to basics

1. "Smaller firms are exempt from paying staff the national minimum wage"

HM Revenue and Customs recently reported this as one of the top excuses of companies not paying the NMW. However, the national minimum wage must be paid to all employees, regardless of the size of the company. Enforcement teams are in place to identify companies not meeting these regulations.

2. "A monthly paid employee's period of notice is one month"

This is a widely held misconception as the notice to be given by the employer is the longer of that shown in the contract or that laid down in legislation. The Employment Rights Act 1996 provides minimum legal notice periods that have to be given by the employer as follows:

- Over one month but less than two years' service – one week
- Two or more years' service – one week per complete year of service, to a maximum of twelve weeks. This is irrespective of how frequently someone is paid.

However, the employee only has to give one week's notice regardless of the number of years service, unless a longer period has been agreed in the contract.

3. "There is no contract of employment as there is nothing in writing"

A contract does not have to be written down and can take the form of a verbal agreement, after which the employer is legally required to honour certain employment rights. Some of the terms of contract may well appear in offer letters or other correspondence and may have also resulted from verbal agreements given at interview or at meetings both before and after employment commences.

4. "An employer can sack someone on the spot without following any form of procedure providing the employee is guilty of gross misconduct."

This is highly risky, leaving the employer open to an unfair dismissal claim if the employee has over a year's service and possibly a breach of contract claim for those under a year's service if contractual procedures are not followed. Even where an employee is caught red handed, stealing from their employer, the employer must follow a fair procedure before dismissing the employee and they should be given an opportunity to explain themselves at a properly conducted meeting before decisions are made.

5. "An employee with less than one year's service can be dismissed for any reason."

It is true that an employee with less than a year's service has fewer employment rights than someone who has a year's service or more, in that they cannot make a general unfair dismissal claim. However, there are over 20 employment issues where an employee with under one year's service can make an unfair dismissal complaint. For example, these include all forms of discrimination, which now include age discrimination, dismissal for asserting a statutory right or in connection with their trade union membership.

The 'Employment Myths' we have identified are commonplace in business practice, but in actual fact are little more than employers' folklaw. While many small business owners often remark on the cost and time involved in complying with complicated 'red tape', it's actually the most basic employment principles that are tripping them up.

However, most employers are unlikely to flout the law deliberately and many are probably unaware of the error of their ways. So it is important for employers to consider their employment practices now, rather than make mistakes that could cost them dearly later.

Northumbria University Student Jobshop celebrates 10th birthday

By Val Bennett – Northumbria University Job Shop

We at Northumbria Job Shop celebrated our tenth birthday at the beginning of this academic year. To mark the occasion, we held three weeks of celebrations. These events included; the Autumn Fair, (our joint event with Newcastle University Jobshop) and several recruitment events. The fair was held in Northumbria's Student Union and was a huge success. Marks and Spencer and Malmaison sponsored the event and Mars donated 4,000 chocolate bars!

We managed to get an article in the University Newsletter and in the local free paper. We got some really nice feedback from students in the article.

Melissa Middleton, 20, a Politics and Media Studies student originally from Hartlepool, works part-time in the Jobshop. She says: "Working was vital to me financially, to help with studying and living costs, and I've had a range of part-time jobs, from working as a bike mechanic to working in a bingo hall. The role of part-time Job Shop Assistant fits in really well with my studies. I've picked up tons of new skills and it's also helped me with my studies as I plan to do my dissertation on student working life."

Sophie Hoult, 20, a Business and Marketing student, originally from Leeds, visited the Job Shop to find a part-time work placement, and managed to secure a position with Newcastle based internet consultancy Wansford Associates. She said: "I found the Jobshop very useful and the staff helpful and friendly. I was really pleased with the opportunity they found me as it was exactly what I was looking for."

Languages student Louise Howell, 21, from North Shields, found a part time job with web-monitoring organisation "X-treme Information" in Newcastle, via the Jobshop. She said: "I use my language skills to translate adverts on the internet. The role is ideal and I have picked up IT and other skills. I started on a part-time basis, but I am now working for the organisation full-time during a year out. The kind of employment the Jobshop managed to find me really exceeded my expectations."



We feel we have come a long way. Our Student Jobshop was first set up in 1996 under the name of Tempo. Back then we had around 750 students on our books, but since then we've gone from strength to strength and last year dealt with around 15,000 enquiries and placed 1,641 students in work.

When we first started, the Jobshop had a full-time Manager and secretarial support for about 10 hours per week. We now have two full-time staff and two student assistants working 10 hours each in term-time. We have recently been joined by the Volunteer Bureau so have an additional full-time staff member. This obviously means more work for us all, but it is good to have a new challenge! Another recent development is our involvement in Experience Works North East, where we organise part-time student placements in local SMEs.

One final major coup to note is, that a couple of years ago, the university agreed that we would be the main supplier of temporary staff, for work posts offering up to 15 hours per week.

So there we are 10 years down the line. How will we look in another 10 years I wonder...?



From 31st December 2006 Welsh Job Shops will no longer be funded through the GO Wales project. Therefore, GO Wales will be unable to continue funding NASES membership for the Welsh Higher Education institutions in 2007.

NASES membership renewal information will be sent to all institutions during January 2007, and we have a range of resources available for Job Shops including NASES fact sheets on income generation and self funding, available from the members section of the website, these may be of particular use to Welsh services at this time.

NASES will continue to support Welsh members, and remember NASES members receive many benefits, discounted training and conference rates, quarterly newsletters, access to the members only section / resources on the website, NASES-MEMBERS jiscmail; and, access to the NASES Business Support Helpline. During 2006 over a quarter of calls made to Croner Consulting from Welsh institutions.

Ruth Owen will continue as the NASES Welsh Regional Representative, and NASES members will continue to receive promotional materials for initiatives such as SEOTY and NSEW, although they will not include Welsh translations (previously funded by GO Wales).

If you have any queries about any aspect of NASES Membership 2007 please do not hesitate to contact NASES on 0151 794 4629 or email nases@liv.ac.uk.



Shell STEP Awards '06



The Shell STEP Awards took place through September and October 2006 where over 1000 students have had the opportunity to benefit from a STEP placement scheme, during which they complete assignments and business projects within SME's.

The Shell STEP Awards celebrates the achievements of some of these students, some of the countries most enterprising undergraduates, showcasing the outstanding success students have achieved combining work and study commitments.

John Trantom representing NASES was one of six judges making up the judging panel at the Shell Step event with other judges including;

- Lars Clausen General Manager Shell Gas Direct
- Alex Reid The Scottish Executive Innovation Policy Unit
- Harriet Swain Representing 'The Guardian' Harriet is a freelance journalist
- James Max Entrepreneur appeared on 'The Apprentice' (series 1), has a weekly radio show, and has written for Property Week Magazine, The Sunday Times and the Times online.
- David Hewett Shell Step Most Enterprising Student 2005 (University of Warwick Graduate).

The panel selected Anne Farrow, a 21 year old Product Design student from the University of Salford, as the winner and the UK's Most Enterprising Student 2006.

Anne took part in the Shell Step programme and spent the summer researching, designing and promoting exhibition stands and retail units for United Aluminium and its Unibox brand in Manchester.

Anne was taken on to expand the areas in which the Unibox modular system is used. She conducted market research, designed new concept furniture from the modular Unibox system, and opened up new applications and areas in which United Aluminium (Unibox) can expand. In her eight weeks of placement she contributed £49,000 to the company.

Anne said: "I can't believe that I've won, it's an amazing feeling. I really enjoyed doing my project and have got so much experience out of it. To win the national title is just fantastic."

James Smith, Chairman of Shell UK, said: "We know that too often students leave university and don't feel prepared for the world of work. Shell STEP gives undergraduates a unique 8 week opportunity to put skills into practice on a real business project. Students who have completed a STEP placement have an edge with employers when they graduate and, of course, the small businesses benefit too. Anne Farrow is a worthy winner of this year's award and I wish her every success in the future."

James Max, star of The Apprentice and a Shell Step judge said: "The finalists showed real drive in their summer placements and I'd be delighted to work alongside any of them. The Shell Step final was a great opportunity to showcase their achievements."

The (Jobs) Pile High Club!

The results of the Membership Survey also highlighted several services who have advertised in excess of 25,000 vacancies per year! How? (We hear some of you cry!) Well here's what our high flyers had to say,

"Talk to your students, find out where they have worked in the past and contact those employers."

"Play on your association with your university and the calibre of your students."

"Network, network, network! You need to have at least one person regularly doing client marketing and follow up."

"Ensure understanding of employer business objectives as this is what drives the process."

"Provide and promote examples and case studies of positive employer relationships and key clients."

"Use annual mailshots (early September / end of January), use directories to gather company names."



Our survey said ...

Thanks..... to all members who returned the 2006 NASES membership survey, with a return rate from one third of members, responses were recorded and will help shape the future of the organisation. Your input, ideas and innovations are vital to NASES, as a membership organisation we work to provide you with training, resources, advice and guidance to help you run your service. If there are any aspects regarding NASES or our services you would like to comment on please email nases@liv.ac.uk.

The 5 benefits most valued by members were:

The provision of NASES training

The NASES Training Programme 2007 can be viewed on page . With a mixture of popular sessions and a range of new courses designed as a direct result from your feedback. The programme and booking forms will be included in Membership packs, and are also available at www.nases.org.uk.

The NASES annual conference

Plans for the NASES Conference 3rd – 5th July 2007 in Newcastle are underway with both the North East region and NASES National Office working towards the programme of events. For those interested in presenting a workshop the Call for Papers has been distributed via jiscmail – please contact NASES National Office for more information, the deadline for submission is Friday 22nd December 2006.

Professional Status

As the professional body for Student Employment Services (Job Shops) NASES works to meet the needs and represent the interests of our members on a National level. Following the introduction of Membership Plus (REC corporate membership for agency style services) NASES works with other professional bodies to ensure maximum benefits for all NASES members including AgCAS, ASET and NCWE.

The National Office

Currently awaiting the decision on our charity status application, NASES is not for profit and all income generated goes back into supporting the student employment sector, supporting Job Shop practitioners, students and employers.

Website

A key source of information, events and resources including; best practice fact sheets, ideas to develop your service, Job Shop service listings and links to useful websites. The new look NASES website will be available early 2007.

Other membership benefits include;

NASES Regional Groups Meetings

An opportunity for services to take part in regular events, networking, and discussion with other Job Shops and Student Employment Professionals in the local region. Regional Meetings have also included training events, guest speakers and highlighted issues and areas where support from NASES is needed.

NASES Newsletter / E-news

NASES National Office will continue to produce the monthly E-news and a quarterly newsletter (March, June, September, December) to keep members up to date with the SES sector, we always welcome new writers (!) and if you want to be added to our mailing list contact nases@liv.ac.uk.

NASES Business Support Helpline / Croner Consulting

NASES have FREE access to the Croner telephone help-line providing advice and guidance across a broad range of business issues, and employment law.

SEOTY / NSEW

Involvement with NASES run events such as the annual National Student Employment Week, and Student Employee of the Year competition help raise the profile of your service to students, employers, and your institution. SEOTY will launch in early 07.

In July, NASES also carried out the Student Employment Sector Survey 2006. This survey runs bi-annually and will take place again, in 2008. A one page overview can be found on the homepage at www.nases.org.uk



NASES Membership Rates

It was agreed at the 2006 AGM, by members, to increase the NASES membership fee in 2007 to better reflect the cost and level of services members receive.

The following rates will therefore apply in 2007

HE Institutional Membership	£100 per annum
Additional member	£40 per person
FE Institutional Membership	£75 per annum
Additional member	£40 per person

Corporate Membership £500 per annum

Renewal packs will be distributed in January 2007.

A Day in the Life

By Jo Evans – The Job Shop University of Gloucestershire

Number of Students: 9,000 +
Location of Service: Students' Union
Service Style: Commercial/Jobcentre
When was the Job Shop established: 1998

I run the Job Shop and work on a part time basis so our Job Shop is open term time only and has to fit into 20 hours per week. Without a doubt this is the biggest challenge.



Our University is split across 4 campuses, 3 in Cheltenham and 1 in Gloucester. This can make coherence hard but with the help of the campus administrators all the Job Shop information is replicated and displayed in the same format on each campus. The biggest advantage for The Job Shop is the excellent Students' Union website. Time and money have been invested to make this an invaluable tool in communicating with the students. Of the 70+ student union websites using the Oncampus UK network the University of Gloucestershire Students' Union is regularly the market leader with over 350,000 unique visits per year.

Vacancies are advertised through the following formats:

- Website** the Job Shop has its own section within the website
- SPACE** this is the student newspaper. The Job Shop has a jobs page in every issue
- Notice Boards** these are locked glass fronted display boards situated in popular walkways close to each SU and are only used by the Job Shop
- Emails** the Job Shop sends a bi-weekly e-zine listing the jobs to registered Job Shop members

The Job Shop creates income in the following ways

- Charging for specific vacancy advertising
- Yearly contracts
- 2 Jobs Fairs per academic year

Being a Students' Union service has both advantages and disadvantages. The advantages include direct access to the students, credibility to the students, no institutional red

tape, and a relaxed and informal atmosphere. Disadvantages include, lack of credibility within the University and funding.

The Job Shop sits on the newly established University Employability Forum with a view to keeping on top of what is going on in the University and contributing ideas.

The Job Shop has also recently started making enquires about a Service Level Agreement with the University.

Here's a typical day.....

09:00 I'm in work, wet from the knee down thanks to the bike ride in and the lovely weather! Switch on, log in and now time for tea! Check emails and messages.

10:00 Have responded to 2 employer enquiries and emailed through relevant forms and info about advertising through the JobShop. Returned calls from employers and left messages for those who were not there. Called a student to help with a payment query.

11:00 3 jobs have come in and need to be put up. This means creating a job card on word and loading the details onto the website. Put up the jobs on this campus and distribute to the other campuses

12:00 today is the deadline for the student newspaper. Make sure all the jobs are included on the jobs page and the details are correct. Write the blurb that goes onto the page. Check the adverts booked by our yearly contractors are as they want and included. Send it all over to the editor.

13:00 grab a bowl of soup at my desk and prepare for a meeting I have with one of my yearly contractors tomorrow. Deal with an Italian student who has come in with a tax query. Confirm Freshers Fayre dates with my manager and liaise with the volunteer coordinator about combining a Jobs & Volunteering Fayre in Freshers week. Start to panic that my day is nearly over already!

14:00 that's it time to go. Make sure the most important issues are at the top of my tray, check what's in the diary and head off. Guess what - it's raining!

Somewhere Over the Rainbow

During 23rd – 26th October, Manager of Employment Solutions at the University of Hertfordshire NASES Training Coordinator, Keith Mason, headed to Kansas for the annual NSEA conference.

NSEA is the National Student Employment Association - the American equivalent of NASES, representing several hundred professionals involved with US programs for college students. Supporting and promoting student employment through research, publications, professional development opportunities, and the open exchange of information.



The theme of this event - the 32nd NSEA conference was 'The Heart of it All.'

Training sessions ranged from 'Developing Strategies for Welcoming and Achieving Diversity' to 'Ducks in a Row (see below)!' Including sessions entitled 'Spotlighting your student worker' and "Student learning at work ...the 'First Career Step.'

Ducks in a Row was presented by Darron Grussendorf, and focused on organisational skills, prioritising and time management and how to cope with day to day interruptions.

Darron also delivered a second workshop - 'Getting to the End of Your Rainbow' (which in light of the Kansas City connection and the Wizard of Oz – seemed quite aptly named!) Again, focus was on professional development this time discussing setting and achieving goals.

Keith delivered a short speech on the last day of the conference comparing the styles, similarities, and differences in student employment service operations in the US and the UK.

The 2007 NSEA Conference will take place 22nd – 25th October 2007 in San Diego. If you are interested in attending please contact NASES National Office.

Please be aware NASES can make no contribution to your costs.

STOP PRESS!

Bill Rammell MP, Minister of State for Life Long Learning Further and Higher Education has confirmed attendance at the NASES National Conference in

- Newcastle
- Wednesday 4th July
- between 10.30am and 11.30 am.

The Minister will deliver a short speech followed by a Q & A sessions.

