



Swansea University  
Prifysgol Abertawe



**College of Arts and Humanities**  
**Coleg y Celfyddydau a'r Dyniaethau**  
Careers Information - Gwybodaeth Gyrfau



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Studying an arts and humanities degree at Swansea University is a perfect springboard into a successful career. Guardian Careers quote:

*“Research suggests that 60% of the UK’s leaders have humanities, arts or social science degrees. It compares to just 15% who have STEM degrees.”*

# Graduate Careers – Beyond your Degree!

Employers welcome Arts and Humanities Graduates because they know that they have personal capabilities such as adaptability, creativity, decisiveness, initiative, leadership and tolerance of stress that are crucial to meet the demands of the 21st-century world of work.

In addition to learning about the specific aspects of culture, civilisations, history, literature, languages, media and communication, politics, people, places or events and social issues, students are able to develop research and inquiry skills that can be used in many different careers. Indeed, it could even be argued that these skills and capabilities are more valuable to the labour market than 'vocational' qualifications.

Employers want recruits who are going to be effective in a changing world. They want intelligent, flexible adaptable employees who have interactive attributes such as communication skills, interpersonal skills and team working, and personal attributes that include, intellect and problem solving, analytic, critical and reflective ability, willingness to learn and continue learning, flexibility and adaptability, risk-taking and self-skills. In short, attributes that help organisations deal with change.

Arts and Humanities graduates make an invaluable and irreplaceable contribution to the economy and are crucial in supporting world-leading creative industries sectors.

Our graduates are employed in diverse and dynamic vocations such as marketing, sales and advertising; commercial, industrial and public sectors; education; business, law and finance; art, design and culture; journalism, media and PR; creative and professional writing; sport; social and welfare professions; heritage and tourism; government and politics; foreign affairs and diplomatic corps; humanitarian organisations; teaching english as a foreign language and some are employed as translators. Some graduates go on to study Masters and PhD degrees and many PhD graduates have a career in Academia in Institutions in the UK, EU and Internationally.



# Arts and Humanities - Employability Skills

Degree programmes offered in the Arts and Humanities aim to develop key or generic skills in order for our Graduates to function more effectively in the world of work and in life generally. These skills are crucial and will enable students to become more effective learners, enhance their personal development planning and consequently encourage them to achieve higher levels of attainment. Many key skills are naturally embedded within our degree courses through a range of flexible teaching and learning activities that are relevant to subject disciplines.

Our programmes develop the following key skills for Graduates (examples of the student experience are included in brackets).

## Self Management (attending classes, meeting deadlines, preparing for seminars, dissertation)

Readiness to accept responsibility, flexibility, resilience, self starting, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning.

## Teamworking (group presentations, group seminars, study trips and projects)

Respecting others, co-operating, negotiating/persuading, contributing to discussions and awareness of interdependence with others.

## Customer awareness (study abroad, internships, work placements, student experience)

Basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty. To develop global awareness and multi-cultural experience.

## Problem solving (essay writing, research, examinations)

Analysing facts and situations and applying creative thinking to develop appropriate solutions. Mind-mapping to perceive and concentrate ideas and concepts. Analysing and investigating with an aim to widening participation.

## Communication and literacy (essays, examinations, presentations, project work, dissertation)

Application of literacy, ability to produce clear, structured written work and oral literacy – including listening and questioning. Public speaking, report writing, project management and awareness of legal issues.

## Numeracy skills (data analysis, statistics, graphs, datasets)

Statistical analysis - exploring, analysing and summarising data; designing or choosing appropriate ways of collecting data and extracting and communicating that information. Data-handling through graphs and charts - presenting data in a graph or chart can illustrate a comparison, relationship, or trend.

## Information technology (Blackboard, essays, examinations, presentations, social media)

Basic IT skills, including familiarity with word processing, email, spreadsheets, file management and use of internet search engines. Some modules improve creative output through Desktop Publishing, Web Design, Powerpoint Presentations and developing sound and video recording techniques.

## Languages For All

Beginners Arabic, Chinese, French, German, Italian, Spanish and Welsh are offered to all Arts and Humanities students. Classics, Ancient History and Egyptology students can study Ancient Egyptian, Greek and Latin language.

# Arts and Humanities - Employability Opportunities

## Study Abroad

- American Studies students are able to study for a full year or semester in the USA.
- English Language and Literature students can study for a full year in Australia, Europe or the USA.
- Translation, French, German, Italian and Spanish students have an integral year studying in a European Country to develop their language skills. Students can study at a University, teach English at a School or work in a business.
- History and Classics students can study for a year in Europe or the USA.
- All Arts and Humanities students can study for a semester in Hong Kong, Europe or the USA.
- Translation Studies students spend a year in a European country to develop their language and translation skills.

## Internships, Work Placements and Projects (competitive places)

- Cymraeg/Welsh and Welsh-Medium students have work placement opportunities with Translation, Legal and Media Companies.
- English Literature students can study creative writing through workshop based exercises.
- Egyptology students can study a practice-based museum project at the University's Egypt Centre.
- Media students can undertake practice modules which include projects in digital video and sound, and website production.
- Media Students can take a work placement module.
- Students in Politics and International Relations, American Studies and War and Society, can undertake an internship module, involving work-based learning in a variety of public organisations in Wales.
- Politics and International Relations students can study an internship module with the Welsh Assembly Government.
- Translation Studies students have work placements with Professional Translation Businesses and Companies.

## Extra Curricular Opportunities

- Swansea University's Internationalisation Office offers summer programmes in China, India, North America, Japan, Africa, Australasia and Europe.
- English Language and Literature have established a work placement for one student at Literature Wales in Cardiff.
- Classics and Ancient History students can teach Latin in schools.
- History and Classics students have work placement experience with the Richard Burton Archives to carry out research on business archives material.
- Media Students can undertake work placements in Media and PR Companies.
- We run student placements in the College, some of which are paid. The types of project vary, with opportunities to work in a range of academic and professional services areas, in roles such as conference and event organisation, social media editor, research, marketing and project support.
- The College Marketing Office offers unpaid work experience to students.
- Classics, Ancient History and Egyptology students undertake volunteer work with the University's Egypt Centre and the Glamorgan-Gwent Archaeological Trust.
- The University Careers Service arranges placements with SMEs in the Swansea area through the Graduate Opportunities Wales programme (GO Wales).
- Students have the opportunity to take part in trips or residential courses relating to their study to enhance their student experience.
- Swansea University's Careers and Employability Service runs three placement schemes: Week of Work (WOW), Swansea Paid Internship Network (SPIN) and Santander. Placements are offered in a wide range of organisations, and you get a chance to try out a typical recruitment assessment process and undertake master classes to help you get the most from your placement and develop skills related to the world of work.

# Arts and Humanities - Student Testimonials

## MGB Public Relations Work Placement:

"Last summer I undertook work experience with MGB PR. It was thoroughly beneficial and was a fantastic opportunity. MGB have now offered me a job in their company which I am thrilled with so thank you for organizing the initial opportunity last year as it paid off!"

*Jessica Donath*  
(BA in Public and Media Relations)

## Colorado Summer Programme

"I always knew I wanted a job that involved the media industry but it wasn't until I took part in the Colorado Summer Programme of 2010 that I set my sights on a career in television production. After four weeks of learning about the various areas of the media industry we were given the chance to create a personal online E-portfolio which is an extension of your CV and allows prospective employers to see first-hand the work you have created. This is a huge advantage in such a crowded job market today. My E-portfolio also lets employers see a little of my personality before an interview with photos and videos which is far more interesting than a plain old CV. The Colorado Summer Programme has most definitely enhanced my employability as I now have something different to many other job candidates. Since I graduated from Swansea I have undertaken various work experience placements and one thing people comment on is how my CV stands out. The programme boosted my confidence, gave me independence after flying half-way around the world alone and made me realise that things don't fall into your lap, if you want something to happen, you have to make it happen! I would recommend the programme as it will really help you in the future in terms of your employability after University and will add an extra dimension to your CV. It's also so much fun and you'll make friends for life - it's the best experience I've ever had and I would love to do it all over again."

*Holly Millward*  
(BA Media and Communication)

## National Assembly Internship Module

"In my time working with Jane Hutt AM at the Welsh Assembly, I thoroughly enjoyed what I found to be a truly illuminating experience. I was delegated with responsibilities for handling various forms of constituency work, where I was dealing with problems of differing degrees in severity, compiling briefs, constructing letters and emails on behalf of Jane to constituents and local and Assembly ministers, as well as writing a bi-weekly column in a local newspaper for Jane. The experience taught me just how important things as seemingly insignificant as wording can determine the tone of a letter or email, and the likelihood of a positive outcome in respect of this, as well as many other skills and contacts that may well prove to be invaluable in the years ahead. I would thoroughly recommend the scheme to any student who wishes to develop their skills and practical understanding of working in a political environment."

*Nick Jolley*  
(BA Politics and Social Policy).

## The Richard Burton Archives:

"The Archive employability opportunity that I took part in provided a chance to gain valuable work experience. The experience also included the formation of a webpage. This aimed to use my perspective as a student to encourage my peers to make use of the wealth of material held within the archives; with particular focus on the business archives. As part of this experience I selected the records of the Oldcastle Tinsplate Company. Through looking at the information within them, I was able to extract and write about themes that I thought may be of interest to other students. These hopefully show how the archive can be used for dissertations or completing coursework. Through this process I learnt many valuable transferable skills such as how to handle archival material; it also helped me to develop my research skills. Most importantly it showed the potential that business archives hold, breaking down my pre-conceptions of them as a particularly dry area of study."

*Leah Hewitt*  
(BA in History and Politics)

# Arts and Humanities - Student Testimonials

## Robert Bosch GmbH – Elektrowerkzeuge

As part of my year abroad, I work for Robert Bosch GmbH. More specifically I work for the Power Tool Division of Bosch (Elektrowerkzeuge in German), located in Leinfelden-Echterdingen, near Stuttgart. My department is called 'SIB3' which stands for 'Sales Industrial Business'. I am personally responsible for the UK, Chinese, Italian, Scandinavian and Russian markets. My main tasks consist of: advising customers of prices; product information and stocks in our factory and answering queries (using the phone / email); calculating turnover / margins every month; updating the SAP database and shipping items to customers or salesmen. I have become more self-confident and self-motivated through my internship. My work is difficult at times, but thoroughly rewarding! Every day is a new challenge / puzzle to solve! I have improved my spoken and written German skills with customers throughout Germany, as well as in our office. This has strengthened my teamwork skills, with my German colleagues. I believe that an internship can help future employability because it is professional work, with meaningful and rewarding tasks. Not only is this essential for a CV but you can also make important contacts within a company, which may be very useful for the future.

*Michael Evershed  
(BA French and German)*

## Schools Literacy Scheme:

The project is going very well indeed. The pupils have been really enthusiastic about 'The Snow Dragon' and are all eager to finish it, (although I'll of course be quite sad as it'll mark the end of the project!) It's been a fantastic experience and I'm really grateful to be a part of such a hands-on scheme.

*Rachel Lent (BA in English Literature)*

The project is going really well! I'm enjoying myself and the children certainly seem to be too! One boy actually said to us that he didn't enjoy school before we started coming.

*Emily Frost (BA in History)*

## International Visiting and Visiting Plus One Programmes

The College of Arts and Humanities offers a whole range of courses for international students who wish to explore the knowledge base in arts and humanities, partake in more practice-oriented workshops, and improve their language proficiency. Over the years, our international student community has been growing and become an important part of the college. By participating in events organized by the college, the student union, charity organizations, our international students have engaged in a whole range of activities, made friends, learned about British culture and overcome homesickness. Yin Qian, a visiting student from China, was named regional 'runner-up' for her entry into the Shine International Students Awards organized by the British Council. This award is one fine example of how our international students' achievement is recognized by the British society in general.

*Dr. Yan Wu, International Student Adviser  
College of Arts and Humanities*

## Literacy Through Latin project:

As part of the Literacy through Latin project I was required to construct and complete lesson plans with a partner based on a previously determined curriculum, whilst in constant consultation with the co-ordinator of the project. The project has been an extremely positive experience for me in several ways. Not only has it increased my understanding of the language and the methods behind the learning process from a teacher's point of view, but it has shown me how to transmit my knowledge of the subject to others. The experience has solidified my ambition to become a teacher and has given me invaluable teacher training experience which can only increase my employability in my future endeavours. There are several practical skills that I have been able to improve upon whilst a part of the project, such as time management in relation to the class organisation, working effectively within a group in preparing the lesson plans and transmission of these plans to a class in an interesting and effective manner.

*Jack Mullins  
(MA Ancient Narrative Literature)*

## Arts and Humanities - (DHLE) Data

Sample of 100 COAH graduates from the 2010-2011  
Destination of Leavers from Higher Education (DHLE) Data.

Accounts Assistant	Channel 5
Accounts Handler	Jardine Lloyd Thomson
Administrative Assistant	Tynycoed Surgery
Administrative Officer	Department for Work and Pensions
Administrator and Organising Stage	Cardiff International Arena
Advertising Administration Executive	SWW Media
Advertising Executive	Western Mail
After School French Teacher	Le Club Francais
Ambulance Care Assistant	A. M. Medical Sevices
Area Administrator	Lloyds Pharmacy
Associate Professor	Hiroshima University
Bank Clerk	Dexia
Barman	Various Pubs and Clubs
Bilingual Executive PA	Kohlberg Kravis Roberts
Book Seller	Waterstones
Business Development Manager	Montpellier Private Finance
Business Sales Advisor	Various High Street Stores Chains
Call Centre Advisor	Golley Slater
Care Worker	Action for Children
Care Worker	Discovery
Careers Advisor	Swansea Metropolitan University
Caseworker/Researcher	National Assembly for Wales
Claims Assessor	Davies Craddock
Clerical Assistant	Swansea University
Client Executive in Public Relations	Grayling Communications
Commercial Associate	HSBC
Compliance Officer	Verifides
Customer Representative	Nationwide Building Society
Customer Service Representative	HSBC
Delegate Manager	GDS International
Detached Youth Worker	Street Based Youth Service
Domiciliary Carer	Care UK
Educational Entertainer	CADW
E-Learning and IT Training	Virtual Creations
English Teacher	Various English Foreign Language Schools
Events Organiser	This is it Events
Executive Officer	The Learned Society of Wales
Freelance Journalist	Swansea Life Magazine

## Arts and Humanities - (DHLE) Data

### Sample of 100 COAH graduates from the 2010-2011 Destination of Leavers from Higher Education (DHLE) Data.

Fundraising Agent	Golley Slater
General Assistant at Museum	National Trust
Global Equity Settlements Analyst	Royal Bank of Canada, Europe Ltd.
Graduate Management Trainee	Admiral Insurance
Graphics Co-ordinator	Molson Coors
Health Care Assistant	Gloustershire NHS Foundation Trust
High Court Enforcement Office Administrator	High Court Enforcement
Higher Executive Officer (Civil Servant)	Home Office
Human Resources Assistant	West Berkshire Council
Interviewer	Office of National Statistics
Language Assistant	Madrid Learn and Teach
Learning Support Assistant	Brigend College
Liaison Officer	Mind Cymru
Lieutenant in Her Majesty's Armed Forces	Her Majesty's Armed Forces
Media Consultant	Timothy James Consulting
Medical Records Clerk	Prince Charles Hospital
Medico-Legal Case Handler	Medreport Ltd.
Mental Health Community Project Worker	Bro Myrddin Housing Association
Mortgage Administrator	Nationwide Building Society
Nursing Assistant	Cardiff and Vale NHS
Officer Cadet	Royal Military Academy
Osteopath	Swansea East Osteopathic Clinic
Oxfam Volunteer	Oxfam
Pan European SAP Recruitment Consultant	Niche Recruitment
Pension Policy Administrator	Swiss Re/Aviva
Personal Assistant/Support Worker	The Shaw Trust
Personal Injury Claims Assessor	Admiral Insurance
Pharmacy Assistant	The Co-operative Pharmacy
Production Assistant	Scottish Television
Project Assistant	Sustainable Wales
Project Coordinator	Coffey International Development
Project Manager	Chamber for Business and Social Action
Project Manager	Save the Children
Project Manger	Wolfstone
Publications Editor	Swansea City Football Club
Purchase Ledger	Deutsche Bank
Radio Presenter	NME Radio/Nation Radio
Recruitment Administrator	Cambridge County Council

# Arts and Humanities - (DHLE) Data

Sample of 100 COAH graduates from the 2010-2011  
Destination of Leavers from Higher Education (DHLE) Data.

Teaching Fellow	University of Wales, Trinity St. David
Territorial Army - Sapper	Ministry of Defence
Tour Guide Volunteer	Dylan Thomas Birthplace
Trainee Chartered Accountant	Andorran
Trainee Manager	Games Workshop
Translation Coordinator	Transactual Ltd.
Translation Project Manager	RWS Group
Translator	DVLA
Volunteer Gallery Assistant	Egypt Centre
Volunteer Museum Worker	Dorset County Museum

## Department Careers Statistics

(HESA data 2012-2013)

### Academi Hywel Teifi

95% of graduates in full-time employment or further study within six months of graduation.

### Dept. English Language & English Literature

97% of graduates in full-time employment or further study within six months of graduation.

### Dept. History and Classics

91% of graduates in full-time employment or further study within six months of graduation.

### Dept. Languages, Translation and Communication

91% of graduates in full-time employment or further study within six months of graduation. Modern Languages • Translation • Media

### Dept. Political and Cultural Studies

96% of graduates in full-time employment or further study within six months of graduation. American Studies • Politics & International Relations • War & Society

# Arts and Humanities - Graduate Profiles

Steve Wilson is employed as an Attorney in Tennessee and California.

Melissa Anyiwo is employed as an Associate Professor at Curry College, Massachusetts, USA.

Elliott Watson is employed as Head of History at Sri Lanka's leading private school and a Guest Lecturer at Colombo University's International Relations Department.

Martyn Bone is employed as an Associate Professor of American literature at University of Copenhagen.

Amy Tindale is employed as a Research Consultant, Russell Reynolds Associates.

Claire Siobodan is employed for Time Out Magazine.

Xi Yang is employed for China Central Television.

Cassie Bennett is employed as a freelance TV Producer.

Andrew Buschenfeld is employed as a radio presenter with Heart Radio.

Susie Wild is employed as a freelance Journalist, Editor, Writer, Poet and Film-maker.

Adam Warmington is a Director of Post-production for a company called Micro-Documentaries based in San Francisco, USA.

Holly Millward is a Production Runner with the BBC.

Luke Roberts is an Actor, previously in Holby City.

Lucy Hammond is employed as an Education Consultant.

Chris Morris is employed as a Further Education History Teacher.

Paul Dyer is a High School English Teacher in New Zealand.

Jane Shuttleworth is a Junior School Teacher.

David Oprava is employed as a Publisher of Grievous Jones Press Limited and Lecturer of Poetry at the University of Wales Institute, Cardiff.

Tim Bryant is employed as an English Teacher in a Foreign Language School in Sao Paulo, Brazil.

Steven Minney is employed as a University Student Recruitment Officer.

Nick Bradley is employed as a University International Student Recruitment Officer.

Jen Morris is employed as Marketing, PR & Research Executive for a technology company.

Sarah Pearce is employed as an Events Manager.

Paul Caddy is an Associate Head Field Hockey Coach at the University of Connecticut.

Chris Hughes, Head of Communications, Formula 1, Germany.

Yuko Tamaki is a financial translator for Dow Jones Japan.

Angharad Evans is employed as an Immigration Consultant.

Will Davies is employed as a HR Director for 'Teach First'.

Leri Davies is employed for the EU office in Cardiff as part of their outreach team.

Rene Kinzetet is a Conservative Candidate for Swansea West 2010.

Christopher Hassall is a Civil Servant.

Hanni Horni is employed at the Faroes Foreign Ministry.

Annie Kirby-Singh is a manager for the Association of Chief Police Officers and is a part-time fiction writer.

Tom Lackey is employed as a Leading Firefighter at Heathrow airport

Andrew Westwood was an Officer in the Parachute Regiment of the Army.

Charlie Briffitt spent five years as a helicopter pilot in the Royal Air Force, before moving into Project Management. He is currently working on world's largest wind farm project in Oregon, USA.

Kirsty Baxter is employed as a Literacy Lecturer at a prison.

Linda Spurdle is a Digital Manager at Birmingham Museums & Art Gallery.

Gareth Evans is an Executive Director at Bellamy Mansion Museum, North Carolina, USA.

Jennifer Willoughby is a Personal Assistant to the Secretary General of the Supreme Council of Antiquities in Egypt.

Lucy Bennett is employed as a Programme Manager at the London School of Economics.

Louise Weir is employed as a Marketing Executive at the London Business School.

Louise Allison is a Copywriter for a Marketing Agency.

Richard Bennett is employed as an International Media analyst in Finance and IT.

Elliott McGinn is a Business Development Manager for the CWC Group: Winners of the Queen's Award for Enterprise 2007 in the category of International Trade.

Nathaniel Reed is employed as a Project Manager for a Conversation School in Japan.

Neil Woollard is employed as a researcher for an Assembly Member at the National Assembly for Wales.

Sharon Stevens and Rachel Bryan are Directors of Veritas Language and Interpreting Solutions, HSBC Start-Up International Business Award winners 2010.

Richard Nimmo is Managing Director of Blue Ventures one of 12 finalists for the World Challenge Award 2010

Nigel Evans is Member of Parliament for Ribble Valley and also Deputy Speaker of the House of Commons.

For further information, please contact:

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