

If you are coming to OMBS in September you will no doubt have many questions that crop up over the next few months. We will be happy to answer any queries by phone or email. Most of you have 'Liked' our Facebook page. You will probably be able to make contact with the other students on your course via Facebook over the summer ... making the September start a little less daunting! *Angela Liddiard*



Anyone who has telephoned or visited OMBS over the last 26 years will have been greeted by Jane Brennan, our Registrar. The 'front person' for OMBS, Jane has been an invaluable member of our small team. Excitingly for her, but sadly for us, Jane retires at the end of June. We will miss her cheerful and calm efficiency. On behalf of all of the staff at OMBS we wish her and her husband a long and happy retirement.

Website of the Month

<http://thehouseholdacademy.com/> Are you a student leaving home for the first time this year? If you are, and you are feeling a little anxious, The Household Academy is running two Student Survival courses. This will give you the knowledge and skills to deal with practically any situation that you will encounter.

This month's IT Tip

If you are producing a multi-page document it looks very professional to have different Headers and Footers on the left and right hand pages. To insert a Footer with your name on the outer edge of the left hand page and the page number on the outer edge of the right hand page, follow these instructions.

*Ensure that you have at least two pages in your document. Go to the **Insert** tab/**Header & Footer** group/**Footer** button. Click on **Edit Footer**. The **Design** tab of the **Header & Footer** tab will open. In the **Options** group, click on **Different Odd & Even Pages**. Note that the **Footer** on your first page is labelled **Odd Page Footer**. In here, type your name on the left hand side. On the second page (labelled **Even Page Footer**), press the **Tab** button on your keyboard twice, then go to the **Header & Footer** group of the **Design** tab, and click on **Page Number**. Scroll down to **Current Position** and choose **Plain Number**.*

You can experiment with the Header & Footer templates as your confidence grows.

Work Experience

Whilst the subject of internships and unpaid work experience courts much controversy, there is no doubt that employers have to treat recruitment as an investment. They need to ensure that a new recruit can deliver what their CV appears to promise. The talent pool of applicants is ever expanding with thousands of last year's graduates still looking for their first step on the career ladder.

Work experience is built into our three term Executive PA Diploma course. In May nearly 50 of our students undertook a

week long work placement in sectors as diverse as recruitment, property, PR, finance and publishing.

There is no doubt this was scary for them ... as Work Experience Week loomed closer the atmosphere around OMBS was one of trepidation and excitement!

The first feedback from students came in by Monday lunchtime and by the end of the week we had received many emails saying what a fantastic time they were having. Extracts from these can be seen on our website.

None of this would have been possible without the support and sheer hard work from the recruitment agencies that organised the placements. Our grateful thanks to Bain and Gray, Joyce Guinness, Hatty Blue and The Career Boutique.

Each student was interviewed by an agency to ensure that they got a placement that matched their skills, ability and expectations. The agency monitored the students during the week to make certain that both the student and the company were getting the best out of the experience.

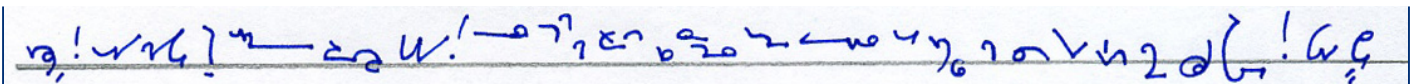
Inevitably there were some work placements that were more exciting than others, but every student had that invaluable opportunity to put themselves on the corporate stage in front of employers, visitors, clients and the recruitment agencies. Sometimes a cheery smile might just make someone remember you!

The proof, as they say, is in the pudding. The success of the week can also be measured by how many job opportunities this exercise created. So far ten students have job offers pending and five more are currently interviewing at the company where they were placed.

Feedback is important. The companies all filled in a feedback form and sent it to OMBS after the placement. These are discussed with each student individually. This feedback is invaluable for the students' self esteem and confidence. Most of them had no idea how good they were before the week's placement; after all, they only have each other to measure themselves against and they are all at the same level! One student had saved her company hours of work simply because she knew the correct Excel function to use. Another was astounded at her company's approach to mail shots and taught them how to filter data and mail merge. She then set up a system to monitor results from the mail shot; something they had never formalised before.

Students had an opportunity for feedback too. Each student kept a diary of their week and, on return to OMBS, had an appointment with Andrea Freeman, Principal, to talk through this.

The final word should go to one of the agencies who organised the week. Claire Gray, a Director of Bain and Gray said: 'We took 15 students from OMBS for the work experience programme this year, and the feedback from our clients was exceptional. We placed students in a variety of companies spanning finance, retail, media and property. As a result of the work experience week, a record number of students have since been offered permanent jobs from these placements. An incredible result from 5 days.'



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You are most welcome to visit us here in Oxford at any time. You can watch a normal day as it unfolds, visit lessons and talk to students and tutors.

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