

BUSINESS
GRADUATES
ASSOCIATION

LEADERS NEVER STOP LEARNING

Student & Graduate Membership Manual



INTRODUCTION

BGA membership is composed of students and graduates from over 270 business schools across the world.

By joining BGA, you will instantly be part of an international, professionally diverse network of over 10,000 members. From those in their first week of study, to experienced and senior business leaders, this buoyant network harnesses the expertise of the business community to share insights and thought leadership, create business networking opportunities and amplify the collective voice of business students and graduates all around the world.

BGA membership is available to all current students of BGA Member, BGA Validated and BGA Accredited schools. If your a graduate, you can only join the BGA membership if your business is school is either Validated or Accredited by AMBA & BGA. Once you join, you will have lifetime access to our services free of charge. These tools and services are designed to support your transition from business school to the workplace and beyond.

Welcome to the network!



Victor Hedenberg
Membership Director

REGISTERING YOUR ACCOUNT

To register for your free BGA membership account, please visit: <https://amba-bga.com/register> or scan the QR code to the right.



If you are a student, please enter your current business school email address when registering.

If you are a graduate, please enter your previous business school email address when registering. This serves as a code to validate your membership, so it is not an issue if your school email address has expired. You will log in to your account using your preferred (usually personal) email address.

Once you've entered your school email, the form will validate the email against the business school you are studying at/graduated from. Double-check that the business school and country are correct.

Please also insert details regarding the date of your graduation, as well as the name of the programme or course you've studied.

If you have any issues registering or accessing your account, please contact us at bga-membership@amba-bga.com.

Register for an account

Enter your school email address *
We'll use this to validate your school membership

e.g. yourname@schoolname.ac.uk

Confirm Email Address *
Confirm your academic email address

CONTINUE

Register for an account

← [BACK](#)

Country of School *
United Kingdom

Business School / Organisation *
London Business School

If your school has not been determined from your academic email address please choose from the list

What is your date of graduation? *
2024-07-29

If you haven't graduated yet, select your expected graduation date in the future.

What is the course or programme title? *
Enter the title of the programme

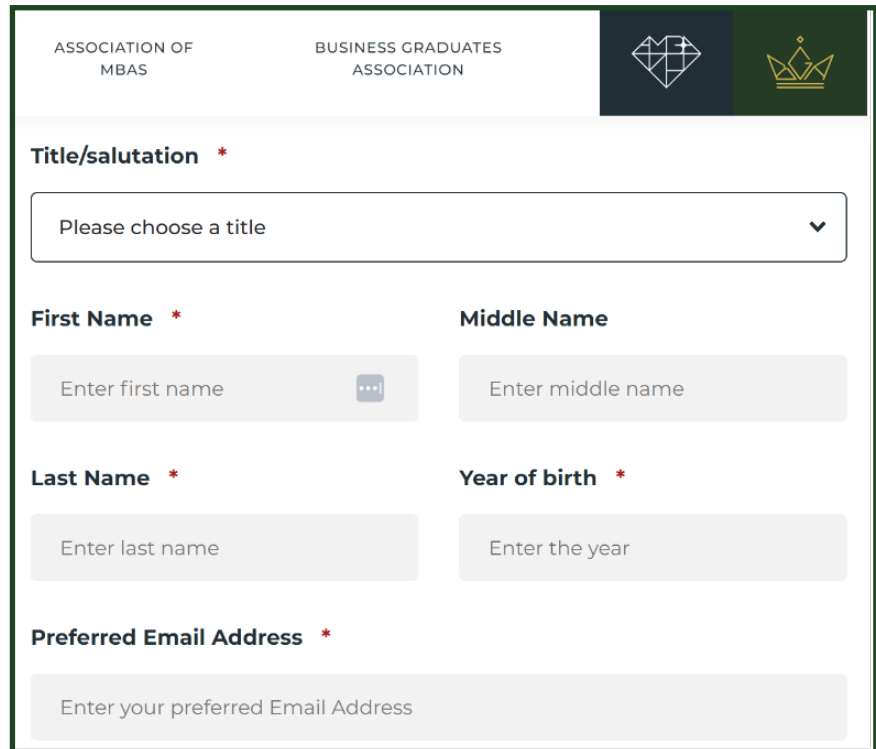
CONFIRM AND CONTINUE

Ensure that all your details are correct when entering them into the registration form.

It is recommended that you enter your personal email address under "Preferred Email Address" to ensure you can continue receiving communications from BGA following your graduation.

Once you have completed your registration and filled in all your details, you can log into your account here:

<https://amba-bga.com/login>



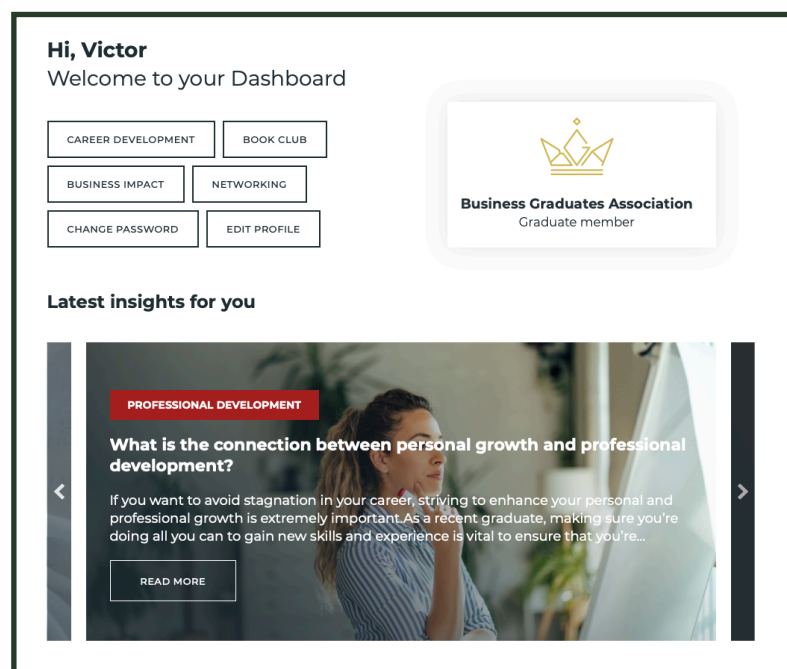
The registration form is titled "ASSOCIATION OF MBAS BUSINESS GRADUATES ASSOCIATION" and features a dark green header with a diamond logo and a crown logo. The form fields are as follows:

- Title/salutation ***: A dropdown menu with the placeholder text "Please choose a title".
- First Name ***: A text input field with the placeholder "Enter first name" and a small icon of three dots.
- Middle Name**: A text input field with the placeholder "Enter middle name".
- Last Name ***: A text input field with the placeholder "Enter last name".
- Year of birth ***: A text input field with the placeholder "Enter the year".
- Preferred Email Address ***: A text input field with the placeholder "Enter your preferred Email Address".

DASHBOARD

Once logged in, you will be able to view your dashboard, which is where you can leverage all the services included in your membership.

We recommend returning to the dashboard if you'd like to explore all services offered in the membership.



The dashboard is personalized for a user named Victor. It includes a welcome message, a grid of service buttons, a membership card, and a featured article.

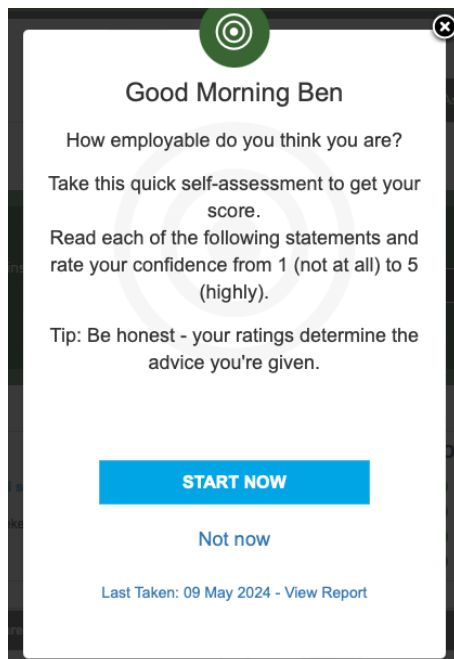
- Hi, Victor**
Welcome to your Dashboard
- Service Buttons:** CAREER DEVELOPMENT, BOOK CLUB, BUSINESS IMPACT, NETWORKING, CHANGE PASSWORD, EDIT PROFILE.
- Membership Card:** Business Graduates Association, Graduate member.
- Latest insights for you:** A featured article titled "What is the connection between personal growth and professional development?" with a "READ MORE" button.

CAREER DEVELOPMENT CENTRE

The BGA Career Development Centre (CDC) is designed to help you make the most of your business qualification in an increasingly diverse and competitive job market. You can access the CDC by clicking "Career Development" button on your dashboard.

The CDC includes:

- CV builder & CV360 analysis of your current CV
- Interview simulator
- Global job listings with company background and information
- Expert career advice, video and audio training, short courses, and news relating to fields of interest
- Career assessments and aptitude tests
- Cover letter builder



When you log into the CDC for the first time, you will be prompted to complete a quick self-assessment. This is optional, but we recommend it as it helps tailor the CDC to your profile and current career stage.

CV builder & CV360

Your CV is a living document, always evolving and adapting to match the role and region you are applying for. A CV analysis tool can greatly assist in this continuous improvement process.

By running your CV through CV360, you can identify:

- Structural errors
- Grammatical errors
- Skill dominance
- Employability skills
- Knowledge areas
- Recommended roles and jobs

The screenshot shows the CV360 analysis interface. At the top, it says 'CV360 Helping you optimise your CV for humans and machines'. Below this, there is a paragraph explaining that CVs are often analyzed by machines (ATS) before a human sees them. A computer monitor displays a 100% score. Another paragraph states that CV360 scores against 50 checks, providing instant feedback. The main section shows 'Melissa Oliver CV' with a score of 93% as of 05 Jan 2023. A circular progress indicator shows 93%. A summary of checks is provided: 59 total checks, 55 passed, 0 dismissed, and 4 failed. A 'View Feedback' button and a 'Re-Score' button are visible. To the right, a 'Score History' chart shows a single data point for 05 Jan 2023 with a score of 93%. Below the score, a list of categories is shown with status indicators: File (green check), Presentation (green check), Structure (red exclamation mark), Content (green check), Skills (green check), and Language (red exclamation mark). At the bottom, there is an 'AI CV Interview' section with a 'Take Interview' button.

In this example, CV360 has identified areas where the structure and language of the CV can be improved. By clicking on the flagged sections, you can view the recommended improvements. One specific issue highlighted is that there are repeated sections within the CV, and generally you should only have one version of each section. Flow and use of language is another area that has been flagged, with suggestions on how the user can improve their CV.

Using CV360 helps ensure your CV meets the standards expected by major employers globally.

Interview360

Interview360 is a powerful interview simulation tool that works in conjunction with CV360 to help you prepare for job interviews. The tool focuses acutely on how you answer each question, providing detailed feedback on your speech and body language, which are instrumental during an interview. Additionally, this simulation provides ample practice to develop your soft skills, especially your communication and presentation skills.

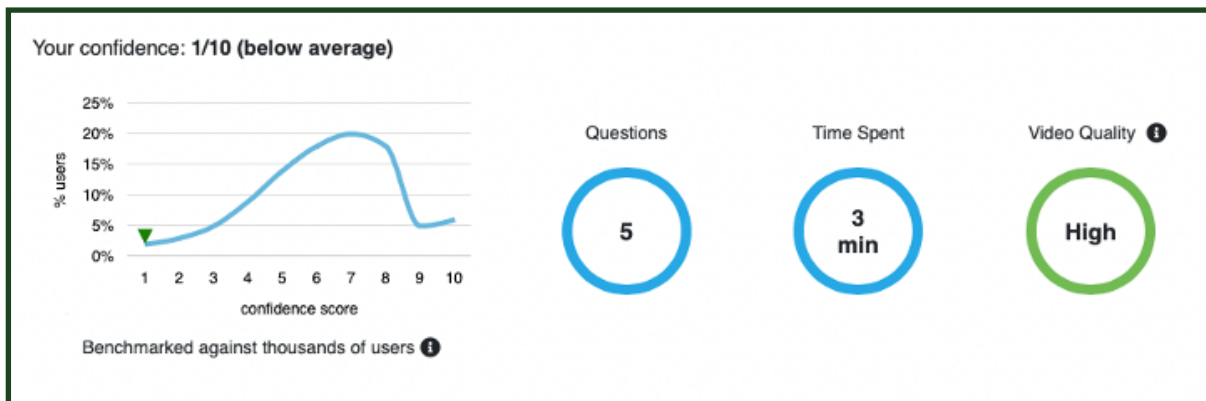
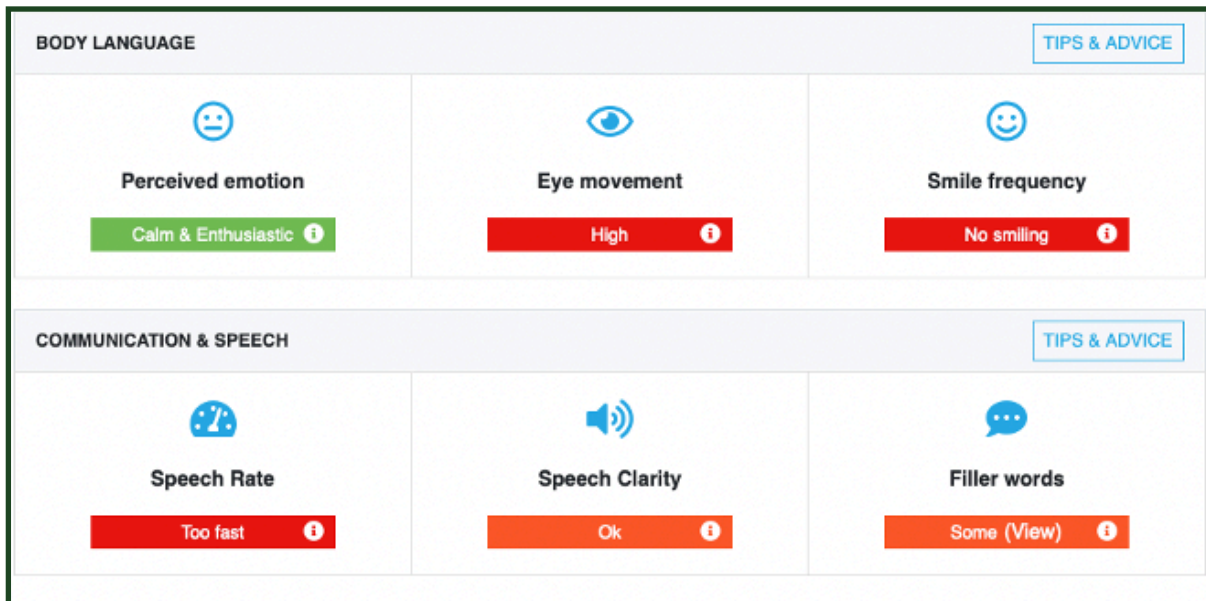
The screenshot shows the Interview360 website. At the top left is the Business Graduates Association logo with the tagline 'LEADERS NEVER STOP LEARNING'. A green navigation bar contains links for Home, CV Tools, Interview 360, Job Search, Assessments, Learning, and My Documents. A circular 'BB' logo is in the top right. Below the navigation is a hero banner with the text 'INTERVIEW360' and 'Practise your interview technique and get instant feedback or browse the questions employers most commonly use.' The main content area has an 'Introduction' section with text about the hiring process and a video player showing a play button and 'INTERVIEW 360'. Below this is a 'My Interviews' section with two cards: 'Mock Interviews' (with a video camera icon and a 'Browse Interviews' button) and 'Interview Questions' (with a speech bubble icon and a 'Browse Questions' button).

How to utilise Interview360

- Within the Career Development Centre, navigate your way to Interview360
- Once your CV is uploaded via CV360, you can initiate a mock interview tailored to the content of your CV, providing you a realistic simulation of your next interview

After completing the mock interview, Interview360 provides detailed feedback on areas such as:

- Tips and advice on how to answer the questions.
- A recording and transcript of your answers to each question
- Body Language: Tips on how to improve your non-verbal communication
- Camera Position: Advice on optimal camera setup for virtual interviews
- Communication: Insights into your verbal communication skills
- Suggestions on how to avoid filler words and improve speech clarity



Job listings

The CDC offers a job search engine that aggregates listings from company job boards and various sources worldwide. You can search using keywords, specify experience levels and location, and set up job alerts to receive email updates tailored to your job preferences.

The screenshot shows the Business Graduates Association job search page. At the top, there is a navigation bar with links for Home, CV Tools, Interview 360, Job Search, Assessments, Learning, and My Documents. The main header features a banner with the text "DISCOVER YOUR DREAM JOB" and two buttons: "SEARCH JOBS" and "+ TRACK EMPLOYERS". Below the banner, a search bar contains the text "Account Executive (marketing)" and "London, UK", with a "FIND JOBS" button. A "Your job preferences" section shows "Area Sales Man...", "Germany", and "All Jobs (all exp...)" with an edit option. A blue banner below the search bar says "Save this search - Get email updates for the latest Account Executive (marketing) jobs in London, UK". The results section is titled "Account Executive (marketing) Jobs from the web" and shows 250 jobs. Two job listings are visible: "Account Executive" by Gekko in RG141AU, posted on 11 Jul 2024, and "Commercial Account Executive" by Howden in Basingstoke, posted today. Each listing includes a "Save" and "View" button.

Career assessments, aptitude tests and learning

We offer various tools to help you grow and understand your career path better. Our resources include career assessments and aptitude tests, which are designed to provide insights into your leadership abilities, teamwork skills, motivational goals, and much more.

CAREER ASSESSMENTS

UNDERSTAND YOUR MOTIVATIONS, PREFERENCES & VALUES

What do you value in your current role? What is your typical style of interaction? What characteristics do you display and how are you perceived in the workplace? Whether you are beginning your career, have many years of experience or are unsure of your career direction, reflecting on your motivations, preferences, values and working style can be useful when considering your current role and desired career path.

Your Progress

0%

[Info](#)

[My Reports](#)

The following assessments take 10-15 minutes each to complete. At the end of each assessment you can access your personal report, with practical, tailored, recommendations to apply to the workplace.



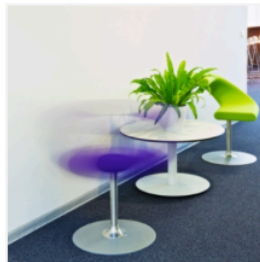
Temperament

[Take assessment](#)



Personality Insight

[Take assessment](#)



Workplace Culture

[Take assessment](#)



Motivation at Work

[Take assessment](#)

You can also engage in short exercises that take 10-15 minutes each, focusing on areas such as management skills, identifying your strengths and weaknesses, and building personal resilience. Suggestions for how you can improve in each area will be detailed in the outcome section, highlighting several resources you can access to your advantage.

The e-learning page serves as an up-to-date hub featuring articles, interviews, and online courses on relevant topics. You can filter content by categories such as Commercial Awareness, Personal Brand, Retirement, and Transferable Skills.

With regularly updated short courses, there's always something new to explore.

The screenshot displays an e-learning hub interface. On the left is a navigation menu with sections: Home Page, Learning Paths (with sub-items like Skills & Preferences, Career Possibilities, Industry Insight, Job Search, CVs & Applications, Interviews, New Job, Career Management, Career Options, Internal Job Hunt, New Role, Career Skills, Managers & Leaders, Challenges & Change, Business Skills, and I.T & Microsoft Skills), Coaching Hub, My Favourites, My Progress, and Topics (with counts for various categories). The main content area features a search bar at the top with the text 'Search learning bites: try networking, strengths, resilience' and a 'SEARCH' button. Below the search bar is a 'Getting Started' banner with a welcome message and a background image of people working at a table. The main content is organized into a grid of six resource cards, each marked with a 'NEW' badge. The cards are: 1. 'Expert advice: assessment centre preparation' (category: Tests & assessments), 2. 'Life lessons from recruiters' (category: Job hunting, Recruiters), 3. 'Your job hunting questions, answered' (category: Job hunting), 4. '8 tips to be more creative' (category: Creativity & Innovation), 5. '6 tricks to improve your memory' (category: Well-being), and 6. 'Onboarding tips for managers' (category: Management). Each card includes a video player icon, a star icon for favorites, and a lightbulb icon for insights.

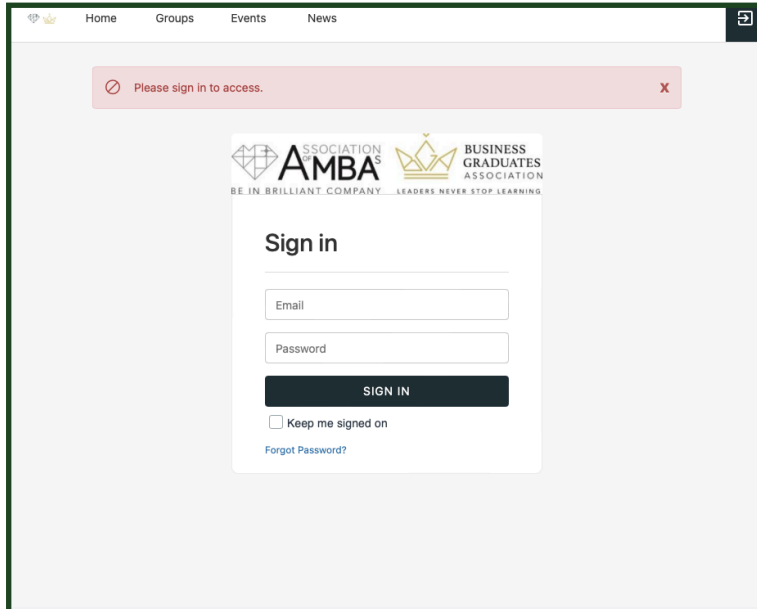
NETWORKING

At the heart of the BGA Student & Graduate membership is the networking platform. The networking platform allows students and graduates from across the AMBA and BGA membership network to connect via groups, forums, and mentorship schemes. The platform is also where users can keep themselves informed of upcoming events, webinars, and insights into the job market.

The screenshot shows the user interface of the BGA Student & Graduate Network. At the top, there is a navigation bar with icons for Home, Groups, and Events (with a notification badge), along with search, star, and notification icons. The main header features a large image of diverse students and graduates looking at documents, with the text "STUDENT AND GRADUATE NETWORK" overlaid. Below this, a personalized greeting says "Hi, Michael!" and "See what's happening in [United Kingdom](#) - (View & Edit Profile)". Two main action cards are present: "Learn how to use the Platform" (with a video icon) and "Chat" (with a speech bubble icon). The "Upcoming Events" section features a "Webinar" card titled "Webinar: How to Leverage AI in Your Job Search to Secure a Top Job" scheduled for Tuesday, August 20, 2024, at 12 PM. The card also indicates it is an "Online Event" and part of the "Networking & Collaboration - BGA" group. At the bottom, there is a section for "Your Video Content" and a help icon (question mark).

Accessing the platform

To access the platform, navigate to the student & graduate dashboard (see page 4) and click "Networking". This will direct you to create a new account specifically for the platform.



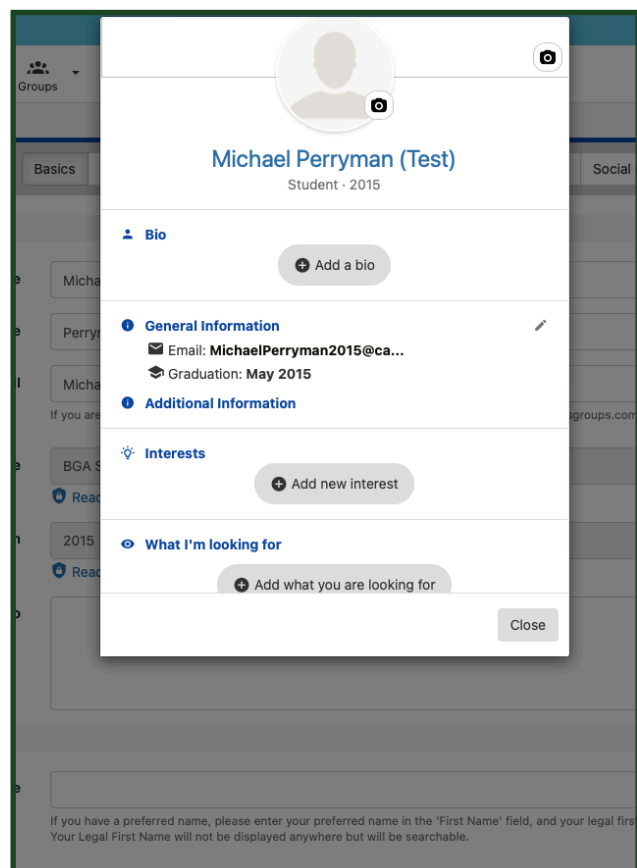
Click "forgot password" and enter the same email you use for the dashboard login. An email will be sent to you with instructions on setting up a new password and profile.

Please be aware that the password you choose for the networking platform will not apply to your dashboard login.

Setting up your profile

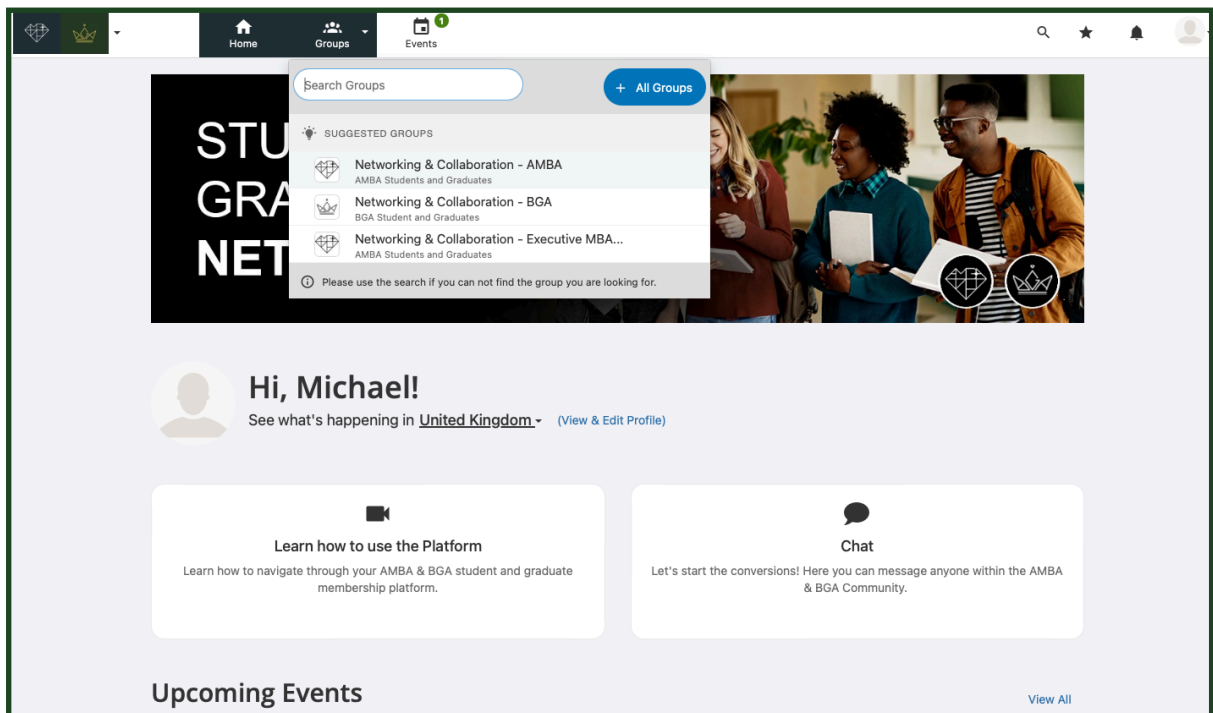
Once logged in, you will be requested to fill in your profile details. The more information you provide, the easier it will be for others in the network to connect with you. Business school, program of study, interests, industry and job title are all helpful in creating a complete profile. If there are areas you'd like to hide, you can do so in the privacy settings.

Once your profile is completed, you'll have the option of searching for other users in the platform. This can be done by pressing "Directory" on the left sidebar.



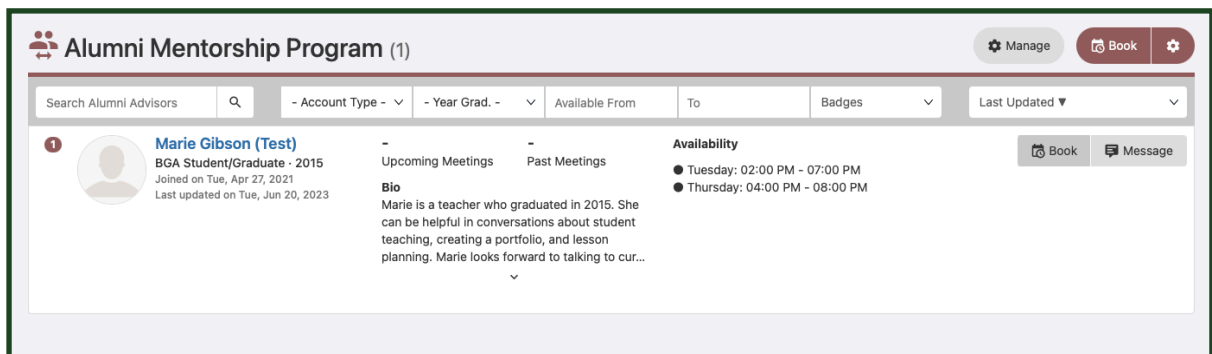
Joining groups

With groups, you'll be able to find and network with people who fit your profile specifically. If you're on the lookout for a mentor, a potential business partner, or advice after having moved to a new city or country, then finding the right group can be of tremendous help. Each group is equipped with a member listing, discussion boards, and resources.



Mentorship

If you're looking for a mentor to help you with your career goals, then the mentorship program could be right for you.



To access the mentorship program, head to the homepage and click "Mentorship" under my services.

This will direct you directly to available mentors and programs. You'll be able to view each mentor's profile, including expertise, education, availability, location, and more. You can also message them ahead of booking time with them to ascertain if they are a good fit for you.

Events, Webinars and Podcasts

We offer free monthly webinars designed to help you develop both soft and hard skills. Each webinar covers a variety of topics, such as:

- Career planning and development
- Industry insight
- Commercial skill improvement
- Leadership skills
- Building a personal brand
- Entrepreneurship

Alongside webinars, we AMBA & BGA podcasts, which feature guest speakers who share their expertise on starting a business, climbing the corporate ladder, self-development and much more. We encourage BGA members to submit questions for the podcast, and we select the most frequently asked questions to share with our guest.

You can submit your questions by contacting us at bga-membership@amba-bga.com.

All events, webinars and podcast can be found on the dashboard as well as under "Events" when you log into the networking platform.

BOOK CLUB

As a valued BGA member, you are entitled to exclusive discounts of up to 40% on a wide range of bestselling business and management books.

Each month, we curate a selection of the latest business books for you to read and enjoy. Stay updated with our monthly picks to explore new insights and ideas in the world of business and management.

How to Use Your Discount

To take advantage of your member discounts:

1. Visit the BGA member's dashboard, and navigate to the book club.

2. Browse the available book selections.
3. Find the relevant discount codes and offers listed with each book.
4. Apply the discount code when purchasing your chosen titles.

DIGITAL CREDENTIALS

Digital credentials can effectively showcase your educational achievements, including having completed a program at a world leading business school.

Digital credentials can be accessed by going to the member dashboard and clicking "digital credentials", which will take you directly to the digital credential purchase page.

Digital Badges

For a small fee of £20 GBP, you can purchase a digital badge that demonstrates your active membership in the BGA network. This badge can be displayed on LinkedIn and other social media platforms, serving as proof of your membership. You can also add the badge to your email signature, business cards, or CV.

Certificates

Upon graduation, you can purchase a certificate to showcase your completion of studies at a BGA business school. The certificate costs £20 GBP and uses blockchain technology which employers can use to verify your degree and membership status. Members must submit their transcript and diploma for verification when making a purchase.