

MODULE DESCRIPTOR

MODULE TITLE	Planning Your Career – On-Line		
MODULE CODE	MD2011	CREDIT VALUE	20 credits/ 10 ECTS
SCHOOL	SCHOOL OF BUSINESS AND MANAGEMENT		

MODULE AIMS

The aim of this module is to provide an opportunity for students from any degree discipline to develop their research and investigative skills in relation to a career of their choice. It is also designed to provide a thorough grounding in the collection, use and interpretation of information about the self, drawing on a number of disciplines, and rooted in an analysis of reflective learning in Higher Education. It thus aims to facilitate students' knowledge, understanding and application of experiential and reflective learning methods to their own personal and career development and enhance their capacity for lifelong learning. In addition, students will develop competency in job getting skills such as completing applications forms and CVs, and in interview techniques and dealing successfully with the graduate recruitment process. They will also be introduced to a range of social media platforms that they can utilise for securing a graduate position.

MODULE CONTENT

The module will introduce students to the concept of life long career management, based on theoretical models of employability and career development learning. The syllabus will include self-awareness exercises (personality, interests, values, motivation, transferable skills analysis); opportunity awareness activities (where and how to look for graduate opportunities, the hidden jobs market and networking); careers research and decision making; job getting skills (including CVs and covering letters, on-line applications, using social media, interview techniques and assessment centres); and achieving success once in the workplace.

INTENDED LEARNING OUTCOMES

On successful completion of this module a student should be able to:

1.	Recognise employability and career management tools and apply them to themselves.
2.	Reflect upon and evaluate their employability attributes, occupational interests, career preferences, and career and life goals.
3	Apply self-appraisal information to their own personal and career development.
4.	Identify a range of routes into graduate employment including the use of social media
5.	Identify the knowledge, skills and attributes sought by graduate recruiters.

TEACHING METHODS

The module will be delivered in a flexible way to allow the appropriate use of time for different pedagogic methods including online learning and face-to-face workshops. Module delivery will utilise a blended learning approach, combining weekly on-line classes with face-to-face workshops, which allow for tutor led and peer to peer learning. Students will need to have access to a computer, the internet and have basic IT skills. The module is divided into an introduction and subsequent sections which reflect the four stages of Career Development Learning. Students will normally study in cohorts over one semester. The introduction allows students to consider the theory which underpins the module and also become familiar with the virtual learning environment used for delivery. Students are encouraged to work through the sections week by week but study at their own pace, at a time convenient for them and submit their assignment on a pre-agreed date. There are also a number of documents that capture essential learning throughout the module which are required to be deposited in an e-portfolio. Students are supported by tutors via email, telephone, Skype and face-to-face if required.

ASSESSMENT METHODS

This module is assessed through a Personal career research report (100%).