

MODULE DESCRIPTOR

MODULE TITLE	PLANNING YOUR CAREER		
MODULE CODE	CD2001 (L5)	CREDIT VALUE	20 UK CREDITS / 10 ECTS
SCHOOL	SCHOOL OF BUSINESS 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

Indicative syllabus 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 will 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. Research for careers information and opportunities using a variety of sources and apply based on the appropriate standards.
5. Analyse themselves and their experiences in order to explain their suitability for chosen occupations in a graduate job interview or assessment centre.

TEACHING METHODS

Module delivery will utilise a blended learning approach, combining weekly classes, workshops, demonstration, and fieldwork. The module is divided into an introduction and subsequent sections which reflect the four stages of Career Development Learning. There is a number of documents that capture essential learning throughout the module which are required to be deposited in a portfolio. The topics for the portfolio will be introduced during the lectures and workshops and students will be guided to further reading, however, they will need to be involved in demonstration and fieldwork in order to address the assessment requirements.

ASSESSMENT METHODS

This module is assessed through a personal career research report.