



Careers and Employability for PhD students

Open-access Resources

10 ECTS Careers, Employability and Work-based
Learning module for PhD students



NATIONAL FORUM
FOR THE ENHANCEMENT OF TEACHING
AND LEARNING IN HIGHER EDUCATION



AN tÚDARÁS um ARD-OIDEACHAS
HIGHER EDUCATION AUTHORITY



Rialtas na hÉireann
Government of Ireland

This initiative has been funded through the Strategic Alignment of Teaching and Learning Enhancement Fund 2019.

This new interdisciplinary 10 ECTS module for PhD students responds to an identified need for careers and employability support and was developed with industry partners. It supports PhD students with career planning, critical reflection and decision-making, enabling them to establish networks and build readiness for future careers in academia and/or industry. There is also an option of a shorter 5 ECTS module for those students with time limitations. Below are links to a range of open-access resources.

Online Sessions

There are five online interactive sessions available in the module.

[The Art and Craft of a Great CV \(22:16\)](#) and [Writing an Effective Cover Letter \(06:30\)](#)

[CV Slides PDF](#)

[CV Transcript PDF](#)

[Cover Letter Slides PDF](#)

[Cover Letter Transcript PDF](#)

[Presenting your Best Self at Interview \(33.13\)](#)

[Slides PDF](#)

[Transcript PDF](#)

[Preparing for your Work-based Learning Experience \(25:19\)](#)

[Slides PDF](#)

[Transcript PDF](#)

[Navigating the Emotions of Planning and Managing your Career \(33.28\)](#)

[Slides PDF](#)

[Transcript PDF](#)

[Intercultural competence and the global workplace \(35:16\)](#)

[Slides PDF](#)

[Transcript PDF](#)

Face-to-face sessions

There are four face-to-face sessions available in the module.

Mapping Skills onto Career Options

[Slides PDF with notes](#)

[Facilitator Guide](#)

Designing your Career

[Slides PDF with notes](#)

[Facilitator Guide](#)

Networking with Confidence

[Slides PDF with notes](#)

[Facilitator Guide](#)

Reflecting on your Work-based Learning Experience

[Slides PDF with notes](#)

[Facilitator Guide](#)

Links to online interactive tools

[Skills Audit and Reflective PDF](#)

[Interview practice exercise](#)

Handbooks and Guidelines documents

[Student Handbook 10 ECTS](#)

[Student Handbook 5 ECTS](#)

[Academic Supervisor Module Guide](#)

[Student Guide to completing the Skills Audit and Reflective PDF](#)

Handouts and Worksheets

Presenting your Best Self at Interview: [Supplementary Interview Questions](#); [Supplementary S.T.A.R. Examples](#); [Competency-based Question Examples](#)

Mapping Skills onto Career Options: [Skills mapping worksheet](#)

Intercultural competence and the global workplace: [Additional O.S.E.E. Scenario \(Part 1\)](#); [Potential Solution Additional O.S.E.E. Scenario \(Part 2\)](#)

Preparing for your Work-based Learning Experience: [SMART Goals worksheet](#)

Designing your Career: [Career Planning Approaches & Pressures](#)

Navigating the Emotions of Planning and Managing your Career: [CBT worksheet](#)

Reflecting on your Work-based Learning Experience: [Future goals worksheet](#)

Assessment

[Final critical reflection 10 ECTS rubric](#), [Final critical reflection 5 ECTS rubric](#)

[Group poster project rubric](#)

[CV rubric](#), [Cover Letter rubric](#)

[Industry Partner feedback form - WBL Experience](#)

[Self-assessment of WBL Experience rubric](#)

[Guide for completing Self-assessment of WBL Experience](#)

Recommendations for the development of supports which Universities considering implementing this module may wish to consider

Audio podcasts

Video interviews with subject matter experts e.g. academics, industry partners, support staff

Introductory videos to the module as a whole and for each stream

Sample supporting documents e.g. sample academic CVs, general CVs

Work-based Learning Framework

Industry Partner Handbook

Academic Supervisor Handbook

Formal work-based learning agreement templates

Module Timetable

Promotional material e.g. industry partner brochure, student posters/flyers

Evaluation methods for the module

Learning platform to host module