Careers Employability and Work-based Learning for PhD students (10 ECTS)

Module Timetable

10 ECTS 2024 2025

Workshop & Assignment Timetable

Session or Assessment Title	Mode	Details	Date	Time
Complete Skills Audit and Reflective PDF and bring to in-person session	Individual	Due Date	14th January 2025	n/a
Introduction	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	11am
Workshop: Networking with confidence	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	11:15-12:45
Workshop: Mapping Skills onto Career Options	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	13:45-15:15
Workshop: The Art and Craft of a Great CV & Cover Letter	Online	Session and supporting materials available on Blackboard	22nd Jan onwards	N/A
Workshop: Preparing for your Work-Based Learning	Online	Session and materials available on Blackboard	29th Jan onwards	N/A
Workshop: Designing your Career	Online	Session and materials available on Blackboard	12th Feb onwards	N/A
Workshop: Navigating the Emotions of Planning & Managing your Career	Online	Session and materials available on Blackboard	26th Feb onwards	N/A
Online Activity: Reflecting on your Work-based learning experience	Online	Available on Blackboard from February. Complete after 100 hours of WBL	26th Feb onwards	N/A
Assessment 1 - Skills of a PhD Poster Project	Group	Due Date	28th February 2025	5:00pm
Workshop: Presenting your Best Self at an Interview	Online	Session and materials available on Blackboard	12th March onwards	N/A
Workshop: Intercultural competence and the Global Workplace	Online	Session and supporting materials available on Blackboard	26th March onwards	N/A
Assessment 2 - Individual CV Review Session	In-person	Due Date	28th April 2025	5.00 pm
100 hours of self-sourced WBL Experience		Completed by:	21st June 2025	
Assessment 3 – Critical Reflective Essay	Individual submission	Due Date	27th June 2025	5:00 pm
Assessment 4 – WBL Self-assessment	Individual submission	Due Date	27th June 2025	5:00pm
WBL Reference form submitted	Individual submission	Due Date	27th June 2025	5:00pm

Timeline of Module Commitments

Pre-Module:
- Skills Audit and Reflective PDF: 3 hours
- Introduction to the Module Podcast and Student Handbook: 1 hour

During Module:
- Online sessions: 2 hours each (you can pause, reflect, and restart these at any stage)
- Face-to-face sessions: one day in person on 15th January 2025
- Reflective journal entries: 1 hour per week (these are optional but recommended)
- Prepare/apply/reflect/recall/extend tasks: 1 hour per week (these are optional but recommended)
- Optional additional webinars/activities: 1 hour each (videos on MyCareer resources, also on Blackboard, keep an eye on MyCareer for upcoming events)
- Work-based learning experience: 100 hours
- Assessments: 40hours for critical reflection, 5 for Group Poster Project, 5 for CV & Cover Letter Review, 10 for WBL reflection

Estimated total time commitment:

Activity	Hours
Skills Audit & Reflective PDF	3
Face-to-face sessions (5+ onboarding)	11
Online sessions (5)	10
Teaching & Learning activities e.g webinars, further reading, mentoring	66
Work-based learning experienfe	100
Assessment	60
Total	**250**