



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

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## Module Timetable January to August 2022

Module Streams and Session Breakdown

Week	Date	Time	Session Title/ WBL Experience	Mode	Support (incl. journal entries, pre- and post -tasks each week)	Events
Pre-term			Complete Skills Audit and Reflective PDF	Online	Podcast (Intro. to module), Student Handbook	Careers Webinar/Q&A on Assessment Industry Partner site visits (where possible) Virtual Assessment Centre Mentoring / Alumni engagement Industry Partner networking lunch/event
<b>1</b>	25.01.22	10-12.30	Mapping Skills onto Career Options	Face-to-Face	Online discussion board, videos	
<b>2</b>	01.02.22	10-12.30	<i>Mapping Skills onto Career Options (repeat)</i>	<i>Face-to-Face</i>	<i>Online discussion board, videos</i>	
<b>3</b>	w/c 07.02.22	N/A	Preparing for your Work-based Learning (WBL) Experience	Online	Coffee chat on WBL, videos	
<b>4</b>	15.02.22	10-12.30	Designing your Career	Face-to-Face	Online discussion board, podcast (reflection)	
<b>5</b>	w/c 21.02.22	N/A	The Art and Craft of a Great CV and Cover Letter	Online	Employer webinars, Videos	
<b>6</b>	01.03.22	10-12.30	Networking with Confidence	Face-to-Face	Employer webinar on skills for employment, Videos	
<b>7</b>	w/c 07.03.22	N/A	Navigating the Emotions of Planning and Managing your Career	Online	Coffee chat, podcast (resilience), videos	
<b>8</b>	w/c 14.03.22	N/A	Presenting your Best Self at Interview	Online	Employer webinars, videos, interview practice exercise, virtual assessment centre	
<b>9</b>	22.03.22	10-12.30	<i>Designing your Career (repeat)</i>	<i>Face-to-Face</i>	<i>Online discussion board, podcast</i>	
<b>10</b>	w/c 28.03.22	N/A	Intercultural competence and the Global Workplace	Online	Relevant links e.g. job boards, podcast (intercultural awareness)	
<b>11</b>	05.04.22	10-12.30	<i>Networking with Confidence (repeat)</i>	<i>Face-to-Face</i>	<i>Videos, signpost to future career supports</i>	
<b>Summer 2022</b>	<b>11.04.22 to 05.08.22</b>	<b>N/A</b>	Student to source & complete 100 hours Work Based Learning Experience	Online or Face-to-Face	Attend online Q&A sessions with TCS & regular meetings with WBL host organisation	
<b>July 2022</b>	<b>Date- TBC</b>	<b>Time- TBC</b>	Reflecting on your Work-based Learning Experience	Face-to-Face	IMPART, videos, signpost to future career supports	

Colour coding of Streams: **Pink:** Careers stream, **Yellow:** Skills stream. **Green:** Work-based Learning stream. *Those in italics indicate repeat sessions.*

## 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: 2.5 hours each
- 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)
- Online Discussion Boards: 3 hours each (these are optional but recommended)
- Employer webinars and coffee chats: 1 hour each
- Work-based Learning experience: 100 hours
- Assessments: 40 hours for critical reflection, 10 for Group Poster Project, 10 for CV & Cover Letter Review, 10 for WBL self- assessment)

### Estimated total time commitment:

Activity	Hours
Skills Audit & Reflective PDF	3
Face-to-face sessions (4)	10
Online sessions (5)	10
Teaching & Learning activities including mentoring, events	57
Work-based Learning experience	100
Assessment	<u>70</u>
<b>Total</b>	<b>250</b>