



Careers and Employability for PhD students (5 ECTS)

Module Timetable 2021-2022

Module Streams and Session Breakdown

Week	Date	Time	Session Title	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	
1	25.01.22	10-12.30	Mapping Skills onto Career Options	Face-to-Face	Online discussion board, videos	Careers Webinar/Q&A on Assessment
2	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>	
4	15.02.22	10-12.30	Designing your Career	Face-to-Face	Online discussion board, podcast (reflection)	Industry Partner site visits (where possible)
5	w/c 21.02.22	N/A	The Art and Craft of a Great CV and Cover Letter	Online	Employer webinars, videos	
6	01.03.22	10-12.30	Networking with Confidence	Face-to-Face	Employer webinars, videos	Virtual Assessment Centre
7	w/c 07.03.22	N/A	Navigating the Emotions of Planning and Managing your Career	Online	Coffee chat, podcast (resilience), videos	
8	w/c 14.03.22	N/A	Presenting your Best Self at Interview	Online	Employer webinars, videos, interview practice exercise	Mentoring / Alumni engagement
9	22.03.22	10-12.30	<i>Designing your Career (repeat)</i>	<i>Face-to-Face</i>	<i>Online discussion board, podcast</i>	
10	w/c 28.03.22	N/A	Intercultural competence and the Global Workplace	Online	Relevant links e.g. job boards, podcast (intercultural awareness)	Industry Partner networking lunch/event
11	05.04.22	10-12.30	<i>Networking with Confidence (repeat)</i>	<i>Face-to-Face</i>	<i>Employer webinars, videos, signpost to future career supports</i>	

Colour coding of Streams: **Pink:** Careers stream, **Yellow:** Skills 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
- Assessments: 40 hours for Critical Reflection, 10 for Group Poster Project, 10 for CV & Cover Letter Review

Estimated total time commitment:

Activity	Hours
Skills Audit & Reflective PDF	3
Face-to-face sessions (3)	7.5
Online sessions (4)	8
Teaching & Learning activities including mentoring, events	61.5
Assessment	<u>45</u>
Total	125