

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

Module Timetable

10 ECTS 2026 2027

NATIONAL FORUM FOR THE ENHANCEMENT OF TEACHING AND LEARNING IN HIGHER EDUCATION
HEA AN tÚDARÁS um ARD-OIDEACHAS HIGHER EDUCATION AUTHORITY
Rialtas na hÉireann Government of Ireland

Workshop & Assignment Timetable

Session or Assessment Title	Mode	Details	Date	Time
Complete Skills Audit and Reflective PDF and bring to in-person day	Individual	Due Date	**13th January 2027**	n/a
Welcome and overview	In Person	**Room 201, 2nd Floor, 7-9 Sth. Leinster St.**	**Thursday, 14th January 2027**	10.30am
Workshop: Networking with confidence	In Person	**Room 201, 2nd Floor, 7-9 Sth. Leinster St.**	**Thursday, 14th January 2027**	11:00am-1:00pm
Workshop: Mapping Skills onto Career Options	In Person	**Room 201, 2nd Floor, 7-9 Sth. Leinster St.**	**Thursday, 14th January 2027**	14:00pm - 16:00pm
Workshop: The Art and Craft of a Great CV & Cover Letter	Online	Session and supporting materials available on Blackboard	18th Jan onwards	N/A
Workshop: Preparing for your Work-Based Learning	Online	Session and materials available on Blackboard	25th Jan onwards	N/A
Workshop: Designing your Career	Online	Session and materials available on Blackboard	8th Feb onwards	N/A
Workshop: Navigating the Emotions of Planning & Managing your Career	Online	Session and materials available on Blackboard	23rd 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	**26th February 2027**	5:00pm
Workshop: Presenting your Best Self at Interview	Online	Session and materials available on Blackboard	8th March onwards	N/A
Workshop: Intercultural competence and the Global Workplace	Online	Session and supporting materials available on Blackboard	22nd March onwards	N/A
Assessment 2 - Individual CV Review Session	In-person	Due Date	**23rd April 2027**	5.00pm
100 hours of self-sourced WBL Experience		Completed by:	18th June 2027	
Assessment 3 – Critical Reflective Essay	Individual submission	Due Date	**25th June 2027**	5:00pm
Assessment 4 – WBL Self-assessment	Individual submission	Due Date	**25th June 2027**	5:00pm
WBL Reference form submitted	Individual submission	Due Date	**25th June 2027**	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: 1 day event (overview, 2x face-to-face workshops and lunch) on **14th January 2027** (compulsory attendance)
- 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: 40 hours 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
Day event: 2 x face-to-face sessions, overview and lunch	5.5
Online sessions (7)	14
Teaching & Learning activities e.g. further reading, journaling, webinars	67.5
Work-based learning experience	100
Assessment	60
Total	**250**