



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

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## Module Timetable 10 ECTS 2024 2025

## Workshop & Assignment Timetable

Session or Assessment Title	Mode	Details	Date	Time
<b>Complete Skills Audit and Reflective PDF and bring to in-person session</b>	Individual	Due Date	14 <sup>th</sup> January 2025	n/a
<b>Introduction Session</b>	In Person	<b>Room 201, 2<sup>nd</sup> Floor, Phoenix House</b>	15 <sup>th</sup> January 2025	10am tbc
<b>Workshop:</b> Networking with confidence	In Person	<b>Room 201, 2<sup>nd</sup> Floor, Phoenix House</b>	15 <sup>th</sup> January 2025	11am tbc
<b>Workshop:</b> Mapping Skills onto Career Options	In Person	<b>Room 201, 2<sup>nd</sup> Floor, Phoenix House</b>	15 <sup>th</sup> January 2025	2pm tbc
<b>Session: Project Groups, Wrap up and questions</b>	In person	<b>Room 201, 2<sup>nd</sup> Floor, Phoenix House</b>	15 <sup>th</sup> January 2025	3:30pm tbc
<b>Workshop:</b> The Art and Craft of a Great CV & Cover Letter	Online	Session and supporting materials available on Blackboard	22 <sup>nd</sup> Jan onwards	N/A
<b>Workshop:</b> Preparing for your Work-Based Learning	Online	Session and materials available on Blackboard	29 <sup>th</sup> Jan onwards	N/A
<b>Workshop:</b> Designing your Career	Online	Session and materials available on Blackboard	12 <sup>th</sup> Feb onwards	N/A
<b>Workshop:</b> Navigating the Emotions of Planning & Managing your Career	Online	Session and materials available on Blackboard	26 <sup>th</sup> Feb onwards	N/A
<b>Online Activity:</b> Reflecting on your Work-based learning experience	Online	Available on Blackboard from February. Complete after 100 hours of WBL	26 <sup>th</sup> Feb onwards	N/A
<b>Assessment 1 - Skills of a PhD Poster Project</b>	Group	Due Date	28 <sup>th</sup> February 2025	5:00pm
<b>Workshop:</b> Presenting your Best Self at an Interview	Online	Session and materials available on Blackboard	12 <sup>th</sup> March onwards	N/A
<b>Workshop:</b> Intercultural competence and the Global Workplace	Online	Session and supporting materials available on Blackboard	26 <sup>th</sup> March onwards	N/A
<b>Assessment 2 - Individual CV Review Session</b>	In-person	Due Date	28 <sup>th</sup> April 2025	5.00 pm
<b>100 hours of self-sourced WBL Experience</b>		Completed by:	21 <sup>st</sup> June 2025	
<b>Assessment 3 – Critical Reflective Essay</b>	Individual submission	Due Date	27 <sup>th</sup> June 2025	5:00 pm
<b>Assessment 4 – WBL Self-assessment</b>	Individual submission	Due Date	27 <sup>th</sup> June 2025	5:00pm
<b>WBL Reference form submitted</b>	Individual submission	Due Date	27 <sup>th</sup> 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 15<sup>th</sup> 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	<u>100</u>
Assessment	<u>60</u>
<b>Total</b>	<b>250</b>