Careers Employability and
Work-based Learning for PhD students (5 ECTS)

Module Timetable
5 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 Session	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	10am tbc
Workshop: Networking with confidence	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	11am tbc
Workshop: Mapping Skills onto Career Options	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	2pm tbc
Session: Project Groups, Wrap up and questions	In person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	3:30pm tbc
Workshop: The Art and Craft of a Great CV & Cover Letter	Online	Session and materials available on Blackboard	22nd 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
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 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
Assessment 3 – Critical Reflective Essay	Individual submission	Due Date	30th May 2025	5:00 pm

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: approximately 2 hours each (you can pause, reflect, and restart these at any stage)
- Face-to-face sessions: 1 day of in-person workshops 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: 1 hour each (some available recorded on MyCareer resources, or see MyCareer for upcoming careers events)
- Assessments: 35hours for critical reflection, 5 for Group Poster Project, 5 for CV & Cover Letter Review
-

Estimated total time commitment:

Activity	Hours
Skills Audit & Reflective PDF	3
Face-to-face sessions (5+ onboarding)	7
Online sessions (4)	8
Teaching & Learning activities e.g webinars, further reading, mentoring	62
Assessment	45
Total	**125**