

# **Career Development Centre**

## **University of Ulster**

### ***Exploring your Career Options***

## **Module**

### ***Student Information Booklet***

### ***2008/09***

Welcome to the **Exploring your Career Options Module** which is part of the University of Ulster's new Certificate in Personal & Professional Development (CPPD). On completion of this module you will gain 5 credit points towards the CPPD award.

This module recognises the value employers place on experiences students can gain as a complement to their studies. This module has been designed to develop your employability skills, confidence and to identify and take advantage of a range of employability skills development opportunities both within and outside the University of Ulster. I hope you will enjoy the participatory nature of the sessions and benefit from your attendance.

If you require any help or support please do not hesitate in contacting me:

**Maria Curran**  
Email: [m.curran@ulster.ac.uk](mailto:m.curran@ulster.ac.uk)  
Tel: 02890 368423  
Career Development Centre  
Room 2F01

### **AIMS**

This module aims to:

- Assist students to understand why career planning is important from the outset of their studies and the role Personal Development Planning has in helping develop their employability skills.
- Explain the changing nature of the world of work and skills required by graduate recruiters.
- Assist students to make the most of their time at University of Ulster.

### **LEARNING OUTCOMES**

Upon successful completion of this module, a student will be able to:

#### **KNOWLEDGE AND UNDERSTANDING**

K1 Demonstrate an appropriate level of self awareness related to future career path(s)

#### **INTELLECTUAL QUALITIES**

I1 Reflect on and assimilate information to help inform future career planning.

#### **PROFESSIONAL/PRACTICAL SKILLS**

P1 Engage in a process of continuous development

#### **TRANSFERABLE SKILLS**

T1 Evidence Communication skills

T2 Use of ICT skills

T3 Manage own time

## READING LIST

Resources can be found in the Career Development Centre – 2F01

### Recommended Reading:

- *A Guide to Career Planning for First Year Students 2008/09*
- Christine Fanthome, 2004, *Work Placements - A Survival Guide for Students*, Palgrave Macmillan

### Internet Resources - Useful Websites:

- Work Experience Development Unit: <http://workexperience.ulster.ac.uk>
- The Windmills Virtual Career Coach: <http://www.windmillsprogramme.com/>
- National Council for Work Experience: <http://www.prospects.ac.uk/links/workexp>
- Work-based learning Placement Preparation Unit on WebCT:  
(<http://workexperience.ulster.ac.uk> – Student Intranet)
- PDSsystem <http://pds.ulster.ac.uk>
- Career Development Centre <http://careers.ulster.ac.uk> - employer events, work experience, help with CVs and interviews, vacancies
- Ulster GradNAV <http://gradnav.ulster.ac.uk> – information, activities, video clips and links to further career planning resources

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## MODULE PROGRAMME

TITLE	CONTENT
<b>Career Development Centre</b>	<ul style="list-style-type: none"> <li>○ Sources of Careers information both hardcopy and online.</li> <li>○ Opportunities for development at University of Ulster</li> </ul>
<b>Career Planning and career management skills</b>	<ul style="list-style-type: none"> <li>○ What is career planning</li> <li>○ Career management skills what are they and why do we need them</li> </ul>
<b>Employability Skills</b>	<ul style="list-style-type: none"> <li>○ What they are and how they are developed.</li> <li>○ Identifying skills graduate recruiters are seeking.</li> </ul>
<b>Personal Development Planning</b>	<ul style="list-style-type: none"> <li>○ Introduction to and guide to creating and sharing an e-Portfolio through PDSsystem (including, for example, experience of Skills assessment online, approaches to career action planning, structured reflection for journal entries).</li> <li>○ How to identify and record evidence for knowledge, skills and attitude and exploring its impact on career planning.</li> </ul>

## ASSIGNMENT: SKILLS AUDIT

You are required to produce a **Skills Audit** after the module has been completed. Using the PDSsystem: <http://pds.ulster.ac.uk>

- 1) Go “**My Development**” and scroll down to select “**Skills**”
- 2) Select “**Generic Skills**”, assess yourself against every skill.
- 3) Add evidence to support your decision (min 5)
- 4) Send Skills Audit to Maria Curran [m.curran@ulster.ac.uk](mailto:m.curran@ulster.ac.uk) using an e-portfolio

**Assessment will be PASS or FAIL**

**PLEASE SUBMIT NO LATER THAN 4PM ON FRIDAY 31 OCTOBER 2008 (PDSsystem)**

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## CPPD Module Application and Enrolment Information for Students

### Step 1 - Application.

1. In order to enrol for the '**Exploring your Career Options Module**' module you must first complete an online application for the CPPD (Certificate in Personal and Professional Development) Programme by going to [http://oa1.ulster.ac.uk/PROD/bwskalog.P\\_DispLoginNon](http://oa1.ulster.ac.uk/PROD/bwskalog.P_DispLoginNon)
2. At the bottom left of the screen click on "First time user account creation" and create a new User ID and PIN, then click on "Login".
3. Select "Cert in Pers&Prof Devl Program" (first one on the list) from the drop-down box and click "Continue".
4. Select the correct year (Academic Year 2008-09) from the drop-down box, enter at least your first and last names and click "Fill Out Application".
5. Complete all six sections of the application. Ensure that you include your current student details (for your main programme of study) in the "Personal Information" section. Note that your University of Ulster email address is particularly important here (see step 6). In the "Programme Selection" section ensure you select '**CPPD UG Modules (Comp&Eng) PT JN**' from the drop-down box.

### Step 2 - Enrolment

6. You will receive an email within 5 days to your University of Ulster email address telling you more about online enrolment.
7. When you have received your enrolment email, please follow the instructions in it to complete online enrolment ensuring you choose to enrol for module '**Exploring your Career Options Module**'.

If you experience any problems with the online application there is a more detailed step-by-step walkthrough with screenshots available by going to:

[http://workexperience.ulster.ac.uk/students/downloadable\\_docs.phtml](http://workexperience.ulster.ac.uk/students/downloadable_docs.phtml)

(Please select the pdf file on "Online Application for CPPD Modules").