

CDEV1112

Creating Your Career: Employability for the Future

Term 1, 2021

Course Specific Information

It is expected that you are familiar with the contents of this Course Outline, including the learning expectations, rules, policies, and support services as listed below:

- Course Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration and Late Penalties

COURSE-SPECIFIC INFORMATION

1 STAFF DETAILS

1.1. Course Authority:

Associate Professor Leanne Piggott
Director, Student Experience
Office of the Pro Vice-Chancellor (Education and Student Experience)

Email: All email correspondence for this course should be directed to yourcareer@unsw.edu.au

Consultation: By appointment – please email yourcareer@unsw.edu.au

1.2. Course Administrator and Facilitator:

Dr Suzanne Schibeci
WIL Central
Office of the Pro Vice-Chancellor (Education and Student Experience)

Email: All email correspondence for this course should be directed to yourcareer@unsw.edu.au

1.3. Other Course Facilitators:

- Vanessa Bakhos, Manager, UNSW Careers
- Shaminie Chetty, Career Coach, UNSW Careers
- Sedryn Lim, Career Coach, UNSW Careers
- Timothy Nguyen, Career Coach, UNSW Careers
- Katherine Pick, Career Coach, UNSW Careers
- Sumaya Sava, Career Coach, UNSW Careers

2 COURSE DETAILS

2.1 Introduction

Employability refers to 'a set of *skills, knowledge, experiences, and attributes* that enable graduates to *transition successfully to the workforce* and to *manage meaningful and sustainable work* throughout their career lifespan' (UNSW 2020). How can you ensure that you are ready to transition successfully to the workforce upon graduation and that your graduate job application lands you the job that will kickstart a meaningful and sustainable work life?

Results from the Australian Association of Graduate Employers (AAGE) Survey indicate the competitive nature of the current job market, with university graduate employers across all industries receiving an average of 2,383 applications for each position advertised. The 2020 AAGE survey results also shed light on what employers are looking for in a successful applicant. The top ten in 2020 were: communication skills, teamwork, interpersonal skills, initiative and enterprise, resilience, emotional intelligence, planning and organising, understanding of the organisation, self-management, and leadership. University grades was number 11 on the list. These transferable skills developed at university within and outside the classroom (for example, through Work Integrated Learning (WIL), volunteering in the community, student leadership roles, and casual work) contribute to differentiating your career job application from other candidates. The evidence indicates the need for students to strive for a balance between formal and informal learning activities as well as the need to develop employability skills as part of their university experience.

CDEV1112 *Creating Your Career: Employability for the Future* enables students to critically reflect on their current employability trajectory, identifying where they may need to develop or enhance their employability in alignment with their prospective employers, and developing career artefacts in preparation for job applications. In doing so, CDEV1112 covers four key topics:

- Understanding the changing nature of the 21st century workforce and your place within it;
- Understanding yourself to enhance the development of your employability;
- Using career development competencies to create effective career-seeking artefacts; and
- Identifying and communicating your professional point of difference.

To further support these learning expectations, every student in CDEV1112 will be supported by a team of careers coaches from UNSW Careers, with whom they will meet three times throughout the term to provide direction and support where needed.

In Term 1, 2021, the course will be taught fully online. Even before the impact of the COVID-19 pandemic, professional work was increasingly conducted in an online environment, both nationally and internationally. This trend was accelerated as a result of COVID-19 with work activities in most industries being undertaken exclusively online. The skills needed to flourish in such work environments are not the same as those needed for online study. This course will enable students to develop their skills in effective online communication, building valuable connections and relationships in a virtual team, and enhance their ability to independently manage their time and workload thus contribute to providing a competitive edge in the graduate marketplace.

2.2 Teaching Schedule

The course is taught fully online in Term 1 2021, with both asynchronous learning activities (self-paced online modules) and synchronous learning activities (two-hour seminars).

Online modules: Students need make their way through eight interactive online modules throughout the term, each with associated activities. Whilst the modules are self-paced, the associated online activities must be completed within the designated weekly timeframe. Among the online activities, there are three assessable tasks - one in weeks 1, 3, and 8. Timely engagement in such activities is included in the marking criteria for these assessed online learning activities (see p. 7 for more details). To enhance engagement and collaborative learning, students are allocated at the start of week 1 to a smaller learning activity group for the three tasks. See below and on Moodle for assessment task details.

Online seminars: Students must attend five two-hour seminars that are conducted online through Collaborate on Moodle. The seminars are scheduled from 9am to 11am during weeks 2, 4, 5, 7 and 9. The seminars are run twice a week (Monday and Thursday) with students enrolled in one or the other as scheduled in the timetable. The seminars will be facilitated by a UNSW Career Coach with a number of guest presenters. The content covered in the seminars will also assist with assessments. Attendance at the online seminars is mandatory.

See pp. 5-7 below for the list of online modules and seminar topics.

2.3 Units of Credit

- The course is worth 6 units of credit (UoC)
- No pre-requisite UoC is required

- No co-requisite is required
- The course uses the [UNSW marking and grading scheme](#).

Workload: It is expected that students will complete 150 hours including:

- Completing online modules and associated activities
- Participation in online seminars
- Readings
- Assessment
- Career coaching sessions

2.4 Summary of Course

Creating Your Career: Employability for the Future aims to empower students with the knowledge, skills, and capabilities to plan, engage in, and critically reflect on career opportunities and their career more broadly. Students gain an insight into employability skills needed to succeed in today's workforce; develop a greater sense of their own skillset, personal brand and values; and reflect on how they can incorporate and articulate these in relation to their own future career goals/vision. It prepares students for the workforce by developing a deeper understanding of recruitment practices, expectations of professionals across a range of industries, and the opportunities that exist now and into the future.

The course is available to domestic and international students and can be undertaken as a General Education course.

2.4 Course Learning Outcomes

Upon completion of this course you will have had the opportunity to:

1. Utilise self-assessment tools to understand and clarify values, interests, strengths and capabilities of employability and reflect upon areas for development;
2. Develop career artefacts that enable you to articulate and pitch strengths, capabilities and ideas in professional language appropriate to the audience, using multiple channels of communication;
3. Investigate and analyse career opportunities that align with your values, interests, strengths and capabilities, and reflect on the implications for your decision-making and goal setting;
4. Apply career competencies by way of formulating future plans centred on personal reflections and self-assessment for continuous career learning and development; and
5. Identify and build a professional network and employ effective techniques for successfully expanding professional connections.

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

The overall pedagogical philosophy of this course is based on the belief that learning is an active process requiring engagement and immersion. Accordingly, this course is activity-based requiring students to interact with other students and their course facilitators during both asynchronously and synchronous learning activities.

The course assumes the ability and willingness of students to actively engage in class and to take on an engaged and interactive approach to their learning.

3.2 Learning Activities and Teaching Strategies

In Term 1, 2021, the course is offered fully online. All learning materials, assessments and feedback will be delivered online through Moodle and associated online tools including the online engagement tool *Socrative*.

There are three main aspects of this course:

- **knowledge and skill development** – through completing the online modules and associated activities, participating in the online seminars, and completing assessment tasks;
- **career artefact creation** – through completing assessment tasks; and
- **personalised career support** – through engaging in dedicated sessions with the UNSW Career Coaches

4 COURSE SCHEDULE

Week & theme	Activity type & topic	Assessments & due dates (see below and on Moodle for task details)
O Week Getting Started	Join online forum group and post introduction. Complete short Feedback Survey Create your Career Hub account	
Week 1 Careers and Employability	Online Module 1: Key to Employability Online Module 2: Reflective Practice Complete the <i>Future Work Self Survey</i> Read the book chapter by Michael Tomlinson, 'Introduction: Graduate Employability in Context: Charting a Complex, Contested and Multi-Faceted Policy and Research Field', pp.1-26. Book first session with Career Coach	Assessment One – Online Forum Activity 1*: EQ survey, reflection, and discussion due Sunday, 28 February by 11.59pm * Note that this is a formative assessment task for which you will receive feedback but not a mark.
Week 2 Identifying Employment Opportunities	Pre-seminar activities: <ul style="list-style-type: none">• Complete Tomlinson reading• Watch SMART Goals video• Download <i>Values and DOTS Workbook</i> Online Seminar 1: Assessing Your Values, and DOTS employability model Facilitator: Katherine Pick, Career Coach Guest: James Meade, Head of Employability, UNSW Assessment Two preparation: For your Tailored Job Application (due in Week 5), choose the Job Application that you will use for the task and begin work on the assessment requirements.	

Week 3 Resumes, Achievement Statements, and Cover Letters	Online Module 3: Resumes Complete the Draft Resume and Resume Checker activity Online Module 4: Achievement Statements Online Module 5: Cover letters	Assessment One – Online Forum Activity 2 (7.5%): Employability Gap Analysis and Action Plan discussion due Sunday, 7 March by 11.59pm
Week 4 Information Interviews and Resume Review	Pre-seminar activities: <ul style="list-style-type: none"> • Have a copy of your draft resume • Read <i>How to get past the gatekeeper, Information Interviews Guide, Sample Introductory emails, and Values Activity</i> Online Seminar 2: Information Interviews & Resume Review Facilitator: Shaminie Chetty, Career Coach Assessment Four preparation: For your Information Interview and Action Plan (due in Week 10), it is important to get started on identifying who you are going to approach for your information interview.	
Week 5 Interviews & STAR Statements	Online Module 6: Interviews Online Module 7: STAR Statements Pre-seminar activities: <ul style="list-style-type: none"> • Complete Modules 6 & 7 • Read <i>Positive Indicators of Behaviour & Graduate recruitment: academic results no longer matter as much</i> Online Seminar 3: Understanding Skills and STAR Statements Facilitator: Timothy Nguyen, Career Coach	Assessment Two: Tailored Job Application (30%), due Sunday, 21 March by 11.59pm
Week 6 Flexibility Week	Complete short Check-in Survey Finish any remaining activities from Week 5, and continue to work on Assessment Task Three Book your second Career Coach session Assessment Four preparation: Ensure that you have made arrangements for your information interview required for your Information Interview and Action Plan (due in Week 10).	
Week 7 Making Professional Connections I	Online Module 8: Personal and Online Branding Pre-seminar activities: <ul style="list-style-type: none"> • Complete Module 8 • Download <i>LinkedIn Profile Review</i> handout 	Assessment Three: Interview Videos (30%) – submission on <i>Vieple</i> , due Friday , 2 April by 5pm

	Online Seminar 4: LinkedIn Facilitators: Vanessa Bakhos & Sedryn Lim Guest presenter: Gary Jones, Head of Securities Services and Head of International Offices in Asia Pacific, HSBC Hong Kong.	
Week 8 Making Professional Connections II	Online Module 9: Networking Book final session with Career Coach	Assessment One – Online Forum Activity 3 (7.5%): Personal engagement style reflection and discussion due Sunday, 11 April by 11.59pm
Week 9 Assessment Centres	Pre-seminar activities: <ul style="list-style-type: none"> • Watch the Assessment Centres video • Review <i>Assessment Centre Evaluation Form</i> Online Seminar: 5 Mock Assessment Centres Facilitators: UNSW Career Coaches	
Week 10 Final Tasks	Online forum: Complete short Check-out Survey & course reflections Ensure you have had your final session with Career Coach	Assessment Four: Information Interview and Action Plan (25%) due Sunday, 25 April by 11.59pm

5 ASSESSMENT

The assessments in this course are designed to engage students in active and productive learning. Students will apply their career development competencies to develop career artefacts for recruitment and networking purposes.

5.1 Formal Requirements

In order to pass this course you must achieve an overall mark of at least 50%.

5.2 Assessment Details

There are four assessments for this course. Further to the summary points below, more details are provided on Moodle under the Assessment Toggle, including the marking rubrics and links for uploading each task. Assessments will also be discussed during the online seminars.

1) Assessment Task One: Online Forum Activities – Weeks 1, 3, and 8 (15% weighting) – due by 11.59 pm on Sunday of the respective week

For this assessment, students will complete three online tasks on Moodle that will include a particular activity and associated forum discussion.

Note that formative feedback only will be provided for the first activity in Week 1 with no mark given. This is to provide early guidance on effective reflection and online engagement, which are important components of the marking criteria for this task. The

remaining two online forum activities will receive feedback and a mark, each weighted 7.5% for a total of 15% for this task.

2) Assessment Task Two: Tailored Job Application (30% weighting) – due Sunday of Week 5 by 11.59 pm

For this assessment, students will integrate results from their self-assessments and apply career development competencies to create a professional resume and cover letter tailored to a position of interest and relevance to their career goals. This assessment is submitted on Moodle.

3) Assessment Task Three: Interview Videos (30% weighting) – due Friday of Week 7 by 5 pm

For this assessment, students will prepare and record their answers to two interview questions using an online video interview recruitment platform called *Vieple*.

4) Assessment Task Four: Information Interview and Action Plan (25% weighting) – due Sunday of Week 10 by 11.59 pm

For this assessment, students will conduct an information interview with a professional in an aspirational role and reflect on the experience in relation to their own values and expectations. The findings are presented in a report format and submitted on Moodle.

5.3 Assessment and Learning Outcomes

	Learning Outcome	Assessment/s
1	Utilise self-assessment tools to understand and clarify values, interests, strengths and capabilities of employability and reflect upon areas for development.	1, 2, 3, 4
2	Develop career artefacts that enable you to articulate and pitch strengths, capabilities and ideas in professional language appropriate to the audience, using multiple channels of communication.	2, 3, 4
3	Investigate and analyse career opportunities that align with your values, interests, strengths and capabilities, and reflect on the implications for your decision-making and goal setting.	1, 2, 3, 4
4	Apply career competencies by way of formulating future plans centred on personal reflections and self- assessment for continuous career learning and development.	1, 2, 3, 4
5	Identify and build a professional network and employ effective techniques for successfully expanding professional connections.	1, 2, 3, 4

5.4 Assignment Submission Procedure

a) Online submission

Assessment tasks Two (Tailored Job Application) and Four (Information Interview and Action Plan) must be submitted electronically via Turnitin on Moodle. These assessments not require cover sheets. Ensure that your student ID number is in the top right hand corner of each page of each assessment. Full information about how to prepare assessments for

electronic submission can be found in the Turnitin Student Guide:

<http://teaching.unsw.edu.au/turnitin-students>

In the unlikely event that a problem should occur when submitting assessments online, students should send their assessment to the Course Authority via the email address yourcareer@unsw.edu.au before the deadline and re-submit using Turnitin as soon as the problem is rectified. Assessments not submitted through Turnitin will not be marked.

Assessment task Three (Interview Videos) is submitted via *Vieple* (an online video interviewing platform).

b) Referencing style

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism. For this course, please use the 'In-text' or Harvard referencing style. You will find a 'How to' guide here: <https://student.unsw.edu.au/harvard-referencing>

c) Academic Integrity and Plagiarism

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage. At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. Students need to familiarise themselves with appropriate referencing standards in order to ensure academic integrity as well as what constitutes plagiarism. If you are unsure, help is available here: <https://student.unsw.edu.au/plagiarism>. If you would like further and personalised guidance with regards to the University requirements and policy around referencing, you can also book a meeting with the Learning Centre (<https://student.unsw.edu.au/academic-skills-support-contacts>) who will be able to provide you with the necessary guidance.

If you do not follow the rules of academic integrity and reference correctly, plagiarism may be detected in your work. Plagiarism is regarded by the University as a form of academic misconduct. UNSW has very strict rules regarding plagiarism. All substantiated investigations under the Student Misconduct Procedure will result in your name being placed on a Register at the University. Prior entries in this register result in any future case of plagiarism being handled with a higher severity. For UNSW policies, penalties, and information to help you avoid plagiarism see: www.student.unsw.edu.au/plagiarism as well as the guidelines in the online ELISE Plus tutorial for all new UNSW students: www.subjectguides.library.unsw.edu.au/elise.

To see if you understand plagiarism, do this short quiz:

www.student.unsw.edu.au/plagiarism.

The Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>.

d) Word length

Word limits provide a guide so that you understand the expectations of your lecturers and tutors. Thus, the word limit plus or minus 10% of that limit is acceptable. If you submit a task that is too long, the marker will cease reading the submission once the word limit + 10% has been reached. So, for example if your word limit is 1000 words, the marker will cease reading at 1100 words.

e) Formatting requirements

Times New Roman, 12pt font and 1.5 line spacing is recommended.

f) Feedback

Feedback on student performance from formative (Assessment Task 1:1) and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances.

5.5 Special Consideration, Late Submission and Penalties

Late submissions that have not been approved will be downgraded by 5% for each day after the due date. This means that for an assessment worth 30%, you will lose 1.5 mark each day your assignment is late. Any piece of assessment not submitted within 10 days of the submission date will receive a zero (0).

Extensions to assessment deadlines will be granted only in exceptional circumstances, and where adequate supporting documentation can be provided. Please note that work commitments **do not** constitute grounds for an extension. Requests must be made through the UNSW Special Consideration process. For details about this process, see:

<https://student.unsw.edu.au/special-consideration> To know more about the special consideration process and assessment extensions, refer to:

<https://www.business.unsw.edu.au/degrees-courses/course-outlines/policies>

6 COURSE RESOURCES

The website for this course is on Moodle at:

<http://moodle.telt.unsw.edu.au>

Login to Moodle with your student zID (username) and zPass (password).

If you encounter a technical problem while using Moodle, please contact the UNSW IT Service Desk via the following channels:

- Website: <https://www.it.unsw.edu.au/students/>
- Email: ITServiceCentre@unsw.edu.au
- Telephone: +61 (2) 9385 1333

Phone and email support are available Monday to Friday 8am – 8pm, Saturday and Sunday 11am – 2pm. Online service requests can be made via their website.

Other digital resources may also be used and you will be provided with information on this during the course.

Readings

There are no prescribed textbooks for this course. Links to all required learning resources are accessed through the UNSW Library's Leganto system via your Moodle course. Please note you will need to login and may be required to enter your UNSW zID and zPass in order to access the library site.

If you experience any problems in accessing the readings, please try the following:

- Search directly for the **article** on the UNSW Library home page (<https://library.unsw.edu.au/>) by placing the name of the article in the Search box.

- Search directly for the **book excerpt** on the UNSW Library home page (<https://library.unsw.edu.au/>) by placing your course code into the Search box. When you do this all the course readings that are excerpts from books will appear.

7 COURSE EVALUATION AND DEVELOPMENT

Each session feedback is sought from students and other stakeholders about this course and continual improvements are made based on this feedback. In this course, we will seek your feedback through end of session myExperience responses. Your feedback is important to ensure the course is continually improved.

8 STUDENT RESOURCES AND SUPPORT

The University provides a wide range of support services for students, including:

• Moodle eLearning Support

For online help using Moodle, go to: <https://student.unsw.edu.au/moodle-support> For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.

• UNSW Learning Centre

www.lc.unsw.edu.au

Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.

• Library services and facilities for students

<https://www.library.unsw.edu.au/study/services-for-students>

• IT Service Centre

<https://www.it.unsw.edu.au/students/index.html>

Provides technical support to troubleshoot problems with logging into websites, downloading documents, etc. Office: UNSW Library Annexe (Ground floor). Phone: 9385 1333.

• UNSW Counselling and Psychological Services

<https://student.unsw.edu.au/wellbeing>

Provides support and services if you need help with your personal life, getting your academic life back on track or just want to know how to stay safe, including free, confidential counselling. Office: Level 2, East Wing, Quadrangle Building; Phone: 9385 5418; Email: counselling@unsw.edu.au

• Disability Support Services

<https://student.unsw.edu.au/disability>

Provides assistance to students who are trying to manage the demands of university as well as a health condition, learning disability or have personal circumstances that are having an impact on their studies. Office: Ground Floor, John Goodsell Building; Phone: 9385 4734; Email: disabilities@unsw.edu.au

• After-hours emergency contacts:

[UNSW Security Services](#)

T: + 61 (2) 938 56666