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| A person reaching for a paper on a table full of paper and sticky notes |

My Career module

Research & presentation on future study or career

Semester 1 Year 2

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2016

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Introduction



You may already know what your dream profession is, or you may have no idea.

Regardless, this module will support you in completing some career exploration activities and assist with your career development. If you haven’t already done so, you will identify your preferred career path and will learn more about the profession, including the state of the Australian labour market, the transferable skills, and personal attributes important for the profession, and finally, how you are developing the necessary skills and attributes.

Refer to the schedule provided to help guide you through this module in a timely manner.

Skills and attributes

On successful completion of this module students will be able to research a career path of interest and effectively communicate the nature of tasks, transferable skills and personal attributes required in the field.

Assessment

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| **Task** | **Marks** | **Due date** | **Submission** |
| Careers & Future Study video presentation | 6 |  | Submit your video presentation via the LMS drop box |
| PebblePad workbook (Transferable skills & personal attributes) | 4 |  | Completed PebblePad workbook by the deadline (submission is automatic) |

Submission Information

Upload your presentation to the LMS drop box by the deadline. Your PebblePad workbook will be automatically submitted to Pebblepad; you don’t need to physically submit it, just make sure that you have completed your workbook by the deadline.

Marking and feedback

The marking schemes are included at the back of this guide. Feedback will be provided via the marking schemes; if you would like additional feedback, please contact your examiner.

Access to Pebblepad

There is a link to your workbook on LMS, as well as instructions for accessing your workbook.

Resources

A range of resources are provided in the My Career LMS topic. *Remember to use the student guide and marking scheme if contradictions exist between sources.*

Weekly schedule

This is a suggested weekly schedule for working through the My Career module; you may wish to work through this module more quickly.

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| **Weeks** | **Activities** |
| **1-4** | 1. Review the module guide (including marking rubrics) and the My Career LMS topic 2. Access your PebblePad workbook 3. Read about the Career Ready Advantage Award, and watch the Career Ready orientation video. Familiarise yourself with the Career Ready Capability Framework (discussed in the video) so you are aware of the transferable skills and personal attributes employers are looking for (links provided on LMS) 4. Identify your dream profession, or learn more about it, and find out about courses that can help get you there, and jobs in the field (links provided on LMS) 5. If you are struggling with making decisions about what you will do, contact Career Ready (level 2 of the Agora) and chat with a careers adviser |
| **5-8** | 1. Find out about the state of the Australian labour market for your dream profession (link provided on LMS) 2. Work through the oral presentations lesson on LMS 3. Prepare PowerPoint slides for your video presentation 4. Submit your video presentation |
| **9-12** | 1. Continue researching your dream profession, and if you haven’t already, identify the transferable skills and personal attributes that are particularly important for your dream profession 2. Decide how you have been developing these transferable skills and personal attributes and come up with a future development plan. 3. Complete your PebblePad workbook activities |
| **Study Week** | Your “My Career (PAM2HP1)” PebblePad workbook will be automatically submitted to PebblePad for marking, therefore, you don’t need to physically submit your work |

Careers & future study video presentation

Your task

The presentation should be **4-5 minutes** on a course you would like to enter upon completion of your current degree **OR** a career that you are planning on entering when you complete your current degree.

Format for your video presentation

Text, letter

Description automatically generatedYou should record a video of a PowerPoint presentation with voice-over, and if you choose to, add a head shot (help notes on how to do this will be posted to the ‘My Career’ topic).

What to cover in your presentation

**Course of further study**

1. Introduce yourself and state the course you are currently enrolled in
2. The profession you wish to enter

* Name the profession, state what a professional in this field does and where they work
* Provide a summary of the Australian labour marked for this profession; refer to the [Australian Jobs](https://www.employment.gov.au/australian-jobs-publication) website with link to pdf file that contains information compiled by the Department of Jobs and Small Business (link on LMS)

1. Details of a course that will qualify you to work in your desired profession

* Title of the course including the level of study (undergraduate, postgraduate, TAFE)
* Name & location of the institution
* Your qualification upon completion of this course
* Description of the course:
* number of years of study
* full-time or part-time
* limits on the number of places offered
* how the course is taught (e.g., course-work, research, placements)
* overview of content taught in course
* Requirements for entering course (e.g., completion of a certain degree, grades, skills, experience)
* Application process:
* VTAC or direct application
* application due-date
* additional requirements (e.g., references, interview)

**Job**

*If you are presenting on a career you should base your presentation on a recent (within the last 3 months) job advertisement for the position you are interested in.*

1. Introduce yourself and state the course you are currently enrolled in
2. Details about the profession you wish to enter

* Name the profession, and state what a professional in this field does and where they work
* Provide a summary of the Australian labour marked for this profession; refer to the [Australian Jobs](https://www.employment.gov.au/australian-jobs-publication) website with link to pdf file that contains information compiled by the Department of Jobs and Small Business (link on LMS)

1. Details of a job in this field

* Job title and where it was advertised
* Name and location of the company advertising the position
* Description of the services provided by the company
* Qualifications or requirements for applying for the position:
* grades / degree
* skills: list and describe specific skills required for the position
* experience
* Application process:
* how you apply
* application due-date
* additional requirements (e.g., cover letter, resume, references, interview)

PebblePad workbook pages

About me

1. Name
2. Current Course
3. Photo (not compulsory)
4. Dream profession

Skills and attributes for dream profession

Using La Trobe University’s Career Ready Advantage Capability Framework (refer to Career Ready Advantage orientation video), state which transferable skills and personal attributes are particularly important for your dream profession and explain why they are important (200 words).

Development of skills and attributes for dream profession

Explain how you have been developing the transferable skills and personal attributes that are particularly important for your dream profession and summarise your development plan for the future (200 words).

Reflection on module activities and career development

For questions 1-18, **you will receive full marks if you answer all questions honestly**; **you will NOT be marked down if you disagree with statements**. This exercise is designed to help you reflect on the module, and for us understand more about you and your career development.

Rate your level of agreement with the following statements, or check the box that most accurately answers the question:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Completion of this module has helped me learn more about the transferable skills that employers are looking for | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me learn more about the personal attributes that employers are looking for | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me learn more about the transferable skills that are particularly important for my dream profession | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me learn more about the personal attributes that are particularly important for my dream profession | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me learn more about what a professional does in the field I wish to enter | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me learn about the state of the Australian labour market for my dream profession | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me to reflect on how I am developing the transferable skills and personal attributes important for my dream profession | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me to formulate a plan for continuing to develop transferable skills and personal attributes important for my dream profession | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. Completion of this module has helped me to improve my ability to deliver an oral presentation | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. The Careers and future study oral presentation helped me to learn more about my study/employment options after graduation | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |
| 1. How do you rate your ability to research a course or job you would like to apply for? | Very poor | Poor | Fair | Good | Excellent |
| 1. How do you rate your transferable skills important for your dream career? | Very poor | Poor | Fair | Good | Excellent |
| 1. How do you rate your personal attributes important for your dream career? | Very poor | Poor | Fair | Good | Excellent |
| 1. How do you rate your knowledge of what a professional does in the field you wish to enter? | Very poor | Poor | Fair | Good | Excellent |
| 1. How do you rate your knowledge of the state of the Australian labour market for the profession you wish to enter? | Very poor | Poor | Fair | Good | Excellent |
| 1. How do you rate your ability to deliver an oral presentation on a course or profession you would like to enter after completion of your current degree? | Very poor | Poor | Fair | Good | Excellent |
| 1. I have gained knowledge and developed skills in this module that will be useful to me in the future | Strongly disagree | Disagree | Neutral | Agree | Strongly agree |

1. Which of the following statements best describes how you currently think about your career path?

* I have not decided on a career and am not concerned about this at present
* I have not decided on a career and am worried about making a decision
* I have a good idea on my future career, but am open to other options
* I know what I want to do and have a plan on how to achieve my career goals

For the following questions it is up to you whether or not you provide responses (no marks are allocated to this section), although it will be very helpful for us to learn which aspects were most helpful and what additional support could be provided to support your career development.

1. What aspects of the My Career module have been most helpful for your career planning?
2. Please suggest any practical changes that you believe could help support your career planning.



My Career module marking scheme part A

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| --- | --- | --- | --- | --- |
| **5 (100%)**  Excellent | **4 (80%)**  Very good | **3 (70%)**  Good | **2 (50%)**  Needs improvement | **1 (25%)**  Poor |
| **VISUAL AIDS (15%)** | | | | |
| Slides are error-free and very logically present required information. Material is highly readable, and the graphics highlight and support the oral presentation. | Slides very logically present required information. Material is highly readable, and the graphics highlight and support the oral presentation. Minor errors. | Slides are mostly error-free and logically present required information. Material is mostly readable, and graphics highlight and support the oral presentation. | Slides contain some errors and at times may lack a logical progression. Material may not be readable at times. | Slides contain errors and lack a logical progression. Material is not readable. |
| **LANGUAGE AND SPEECH (15%)** | | | | |
| Speaker is audible and highly fluent; language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation.  Speaker uses most or all the the allocated presentation time. | Speaker is audible and highly fluent; language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation.  Speaker uses most or all the the allocated presentation time.  Minor errors. | Speaker is mostly audible and fluent; language choices are thoughtful and generally support the effectiveness of the presentation but include some errors.  Speaker uses most or all the the allocated presentation time. | Speaker is sometimes inaudible or hesitant, language choices are mundane and commonplace and partially support the effectiveness of the presentation.  Length of presentation is significantly under or over the allocated presentation time. | Speaker is often inaudible or hesitant, and language choices are unclear and minimally support the effectiveness of the presentation.  Length of presentation is significantly under or over the allocated presentation time. |
| **OVERVIEW OF PROFESSION (15%)** | | | | |
| Comprehensive account of what a professional in this field does and where they work. | Comprehensive account of what a professional in this field does and where they work.  Minor errors or omissions | A good overview of what a professional in this field does and where they work. Information presented is generally correct and generally presented with clarity. | An overview of what a professional in this field does and where they work, but information may be unclear, incorrect, or lacking. | A large amount of information is missing, incorrect or severely lacking in clarity.  If information is missing a mark of zero will be awarded. |

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| **5 (100%)**  Excellent | **4 (80%)**  Very good | **3 (70%)**  Good | **2 (50%)**  Needs improvement | **1 (25%)**  Poor |
| **SUMMARY OF AUSTRALIAN LABOUR MARKET FOR THIS PROFESSION (15%)** | | | | |
| Comprehensive account of the Australian labour market for this profession. | Comprehensive account of the Australian labour market for this profession.  Minor errors or omissions. | A good account of the Australian labour market for this profession. Information presented is generally correct and generally presented with clarity. | An account of the Australian labour market for this profession, but information may be unclear, incorrect or lacking. | A large amount of information is missing, incorrect or severely lacking in clarity.  If information is missing a mark of zero will be awarded. |
| **COURSE OR JOB (40%)** | | | | |
| Clear description of the course, requirements for entry, the application process and qualification upon completion.  OR  Clear description of the job and company, and application requirements and process. | Clear description of the course, requirements for entry, the application process and qualification upon completion.  OR  Clear description of the job and company, and application requirements and process.  Minor errors or omissions. | Description of the course, requirements for entry, the application process and qualification upon completion.  OR  Description of the job and company, and application requirements and process.  Some errors or omissions. | An overview of the course is provided, but information is frequently unclear, and/or incorrect and/or lacking.  OR  An overview of the job and company is provided, but information is frequently unclear, and/or incorrect and/or lacking. | A large amount of information is missing, incorrect or severely lacking in clarity.  If information is missing a mark of zero will be awarded. |



My Career module marking scheme part B

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| --- | --- | --- | --- | --- |
| **5 (100%)**  Excellent | **4 (80%)**  Very good | **3 (70%)**  Good | **2 (50%)**  Needs improvement | **1 (25%)**  Poor |
| **TRANSFERABLE SKILLS AND PERSONAL ATTRIBUTES IMPORTANT FOR DREAM PROFESSION (50%)** | | | | |
| Comprehensive explanation of the Career Ready transferable skills and personal attributes important for dream profession. | Comprehensive explanation of the Career Ready transferable skills and personal attributes important for dream profession.  Minor errors or omissions. | A good explanation of the Career Ready transferable skills and personal attributes important for dream profession. Information presented is generally correct and generally presented with clarity. | An explanation of the of the Career Ready transferable skills and personal attributes important for dream profession, but information may be unclear, incorrect or lacking. | A large amount of information is missing, incorrect or severely lacking in clarity.  If information is missing a mark of zero will be awarded. |
| **DEVELOPMENT OF TRANSFERABLE SKILLS AND PERSONAL ATTRIBUTES IMPORTANT FOR DREAM PROFESSION (45%)** | | | | |
| Comprehensive explanation of how the student has been developing relevant Career Ready transferable skills and personal attributes through study, work and/or other activities, and future plans. | Comprehensive explanation of how the presenter has been developing relevant Career Ready transferable skills and personal attributes through study, work and/or other activities, and future plans.  Minor errors or omissions. | A good explanation of how the presenter has been developing relevant Career Ready transferable skills and personal attributes through study, work and/or other activities, and future plans. Information presented is generally correct and generally presented with clarity. | An explanation of how the presenter has been developing relevant Career Ready transferable skills and personal attributes through study, work and/or other activities, and future plans, but information may be unclear, incorrect or lacking throughout. | A large amount of information is missing, incorrect or severely lacking in clarity.  If information is missing a mark of zero will be awarded. |
| **REFLECTION ON MODULE ACTIVITIES AND CAREER DEVELOPMENT (5%)** | | | | |
| All multi-choice reflection questions are answered. | Most multi-choice reflection questions are answered. | Approximately ¾ of multi-choice reflection questions are answered. | Approximately half of the multi-choice reflection questions are answered. | Approximately ¼ of mullti-choice reflection questions are answered. |