



My Career module

Me in a Minute

Semester 2 Year 3

CONTENTS

INTRODUCTION	1
ME IN A MINUTE	4
PEBBLEPAD WORKBOOK PAGES	10
MY CAREER MODULE MARKING SCHEME PART A	13
MY CAREER MODULE MARKING SCHEME PART B	14

Project & manual written by Louise Lexis and Brianna Julien.
Version created June 2020.
Some Rights Reserved

Cover photo by William Bayreuther on Unsplash
Page 1 photo by Headway on Unsplash
Page 4 photo by Cristina Zaragoza on Unsplash

This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International.
<http://creativecommons.org/licenses/by-nc-sa/4.0/>

Introduction

Congratulations, you have made it to the final semester of your degree (or close to)! You will be making important decisions this year about the next stage of your life and career, and this module has been designed to help support you along your journey.

Employers expect soon-to-be or new graduates to be able to convincingly articulate which transferable skills (Graduate Capabilities) and personal attributes they have strongly developed. Key to succeeding with this task is the inclusion of tangible evidence to support claims.

Perhaps it's time to review the skills and attributes employers are seeking in graduates. La Trobe University gathered information from a range of employers, and their input supported the creation of the Career Ready Capability Framework, the cornerstone of Career Ready Advantage. The framework describes the transferable skills and personal attributes you will need to succeed in your career. The new world of work requires three sets of transferable skills that can be developed throughout a degree and through efforts outside the classroom:



1. Communication and Literacy
2. Personal and Professions skills
3. Inquiry and Analysis

Importantly, employers also place a high emphasis on employing graduates with personal attributes, such as: **passion, resilience, curiosity and empathy.**

Throughout this module you will gain a deeper understanding of your own journey and how you have developed these transferable skills and personal attributes, and the tangible evidence you can use to illustrate your attainment. You will communicate this through a 'Me in a Minute video'.

This initiative was initially introduced at Deakin University, and you will engage with resources on the Deakin University website. However, keep in mind that there may be some differences between Deakin University requirements, and what you are being asked to do in this module. Please ensure that you follow the instructions in this guide and the marking rubrics if information differs.

Skills and attributes

On successful completion of this module students will be able to create a video where you clearly, succinctly, confidently, and in a professional manner:

- identify your dream career and explain why you have chosen this path
- identify the transferable skills and personal attributes that are particularly important for your dream career and that you have developed strengths in
- explain how you have developed these transferable skills and personal attributes, and justify your claims with the use of tangible evidence

Assessment

Task	Marks	Due date	Submission
Evaluation of transferable skills and personal attributes	2	Tuesday 8 th September 11:55pm (week 7)	Completed evaluation in PebblePad workbook by the deadline (submission is automatic) [^]
Me in a Minute video & reflection	8	Monday 19 th October 11:55pm (study week)	Video uploaded to PebblePad workbook by the deadline * Reflection questions completed in PebblePad workbook by the deadline (submissions are automatic)

* Upload a video file in mp4 format OR enter a link to the video on a hosting site (e.g. YouTube) or a shared drive (e.g. OneDrive) in the text box.

[^] Work completed by this deadline will be assessed and feedback provided; during this time, you can continue accessing your workbook, but we recommend you wait until you receive feedback to continue working on the module

Support classes

The module will be introduced to you in the week 1 lecture. There will be additional classes for this module in the online Q&A sessions in week 4 and 11 and in the week 7 lecture. We highly recommended that you attend class where you will have the opportunity to ask lots of questions and receive feedback (please note, written feedback will not be provided on drafts).

These sessions will be recorded (minus parts where students ask questions about their work) and will be available via Echo.

Submission Information

Complete the specific sections of your PebblePad Workbook by the deadlines. Your workbook will be automatically submitted to PebblePad.

You may wish to add the workbook to your Career Portfolio, so it counts towards your Career Ready Advantage Award (instructions in your workbook). It is suggested that you also upload your video to your LinkedIn page, but this is voluntary and is not part of the assessment process.

Marking and feedback

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

Access to PebblePad

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

Weekly schedule

Weeks	Activities
1-4	<ol style="list-style-type: none"> 1. Attend the lecture for an overview of the module (or view the recording) 2. Review this student guide including marking rubrics, the LMS topic and access your PebblePad workbook 3. Work on and complete your first assessment task: Evaluation of transferable skills and personal attributes (Evaluation task) 4. Come to the Zoom Q&A session (weeks 4 and 7) prepared to ask questions about the evaluation task and Me in a Minute video, and receive valuable feedback
5-8	<ol style="list-style-type: none"> 1. Do some brainstorming about what you would like to cover in your video 2. Come to the Zoom Q&A session (week 7) prepared to ask questions about the evaluation task and Me in a Minute video, and receive valuable feedback 3. Work on and complete your first assessment task: Evaluation of transferable skills and personal attributes (Evaluation task) 4. Review your feedback
9-12	<ol style="list-style-type: none"> 1. Write your video script 2. Come to the Zoom Q&A session (week 11) prepared to ask final questions and receive valuable feedback 3. Record your video 4. Upload your Me in a Minute video (or a link) to PebblePad by the deadline 5. Complete the reflection activity in the PebblePad workbook
Study Week	Your "My Career (HBS3IRP)" PebblePad workbook will be automatically submitted to PebblePad for marking, therefore, you don't need to physically submit your work

Me in a Minute

Me in a Minute is an innovative video strategy that promotes the acquired knowledge, transferable skills and personal attributes of final year students and graduates to prospective employers and postgraduate coordinators through a one-minute video presentation.

Creating a Me in a Minute video that can accompany your job application will provide you with an edge, through a tool to actively promote yourself and increase your chances of getting employed.

A Me in a Minute video also has the following benefits¹:

- **Reflection** on your knowledge, experience, transferable skills and personal attributes
- **Point of difference** in a highly competitive job market
- **Focus and self-analysis** on your key capabilities and strengths
- **Positive first impression** to prospective employers or course coordinators
- **Enhance LinkedIn profile** – share your video on the professional network



Your tasks

Part 1: Evaluation of your transferable skills and personal attributes

Before completing the Evaluation, complete the 'About Me' workbook page and review the 'Me in a Minute' page of the PebblePad workbook. You may also wish to review the Career Ready Advantage orientation video which provides an overview of the transferable skills and personal attributes that employers are seeking in graduates (link on LMS).

Complete the **Evaluation of your transferable skills and personal attributes** assessment in your PebblePad workbook. Although the focus for this activity is on transferable skills and personal attributes, there is also a section to complete on discipline knowledge and skills which will help with the introduction component of your video (instructions are in the template). The template for this activity is shown on the following pages.

1. Evaluation of transferable skills

- For each skill subset, list the experiences that have supported partial or full development of the skill
- For each skill subset, provide a rating along with tangible evidence to defend your claim; it is very important that the rating is reflective of the experience and evidence (you will not be marked down for low ratings)

2. Evaluation of personal attributes

¹ Source: <https://blogs.deakin.edu.au/meinaminute/>

- For each personal attribute, list the experiences that have supported partial or full development of the attribute
- For each personal attribute, provide a rating along with tangible evidence to defend your claim; it is very important that the rating is reflective of the experience and evidence (you will not be marked down for low ratings)

3. Incorporation of evaluation outcomes into planning for your video recording

Strengths: Where you have identified high ratings (excellent or good) for transferable skills and personal attributes that are particularly important for your dream career, consider including these in your video

Weaknesses: Where you have identified ratings of fair or lower, consider working on these in the coming weeks to further develop them, and generate more tangible evidence that could potentially be included in your video

Transferable skills and personal attributes evaluation

Discipline knowledge and skills (Graduate capabilities)

Definition	My experiences	Evidence to support skill attainment	Rating: very poor, poor, fair, good, excellent
Academic programs (courses) designed to promote discipline knowledge & skills	Experiences in subjects that have allowed you to develop knowledge and skills in the discipline	For this category, completion or near completion of your course is evidence that you have developed this capability. Additional evidence could include high WAM, academic prizes etc. You may wish to include such evidence in your video, but it is not a requirement.	[rating should reflect your experiences and evidence] It is suggested that you should at least have a rating of "good" simply because you have made significant progress towards completion of your degree.

Transferable skills (Graduate Capabilities)

Skill	Definition/subsets of skill	My experiences	Evidence to support skill attainment	Rating: very poor, poor, fair, good, excellent
Communication & Literacy	The skills to confidently engage, build relationships, and work effectively with diverse groups of people <ul style="list-style-type: none"> Communicating & influencing Digital literacy Cultural intelligence & global mindset 	[enter your experiences that have supported partial or full development of the skill subset]	[provide tangible evidence to support your rating]	[rating should reflect your experiences and evidence]
Personal & professional skills	The personal and professional skills that will support you to be a leader and contribute to a team in an adaptable and ethical way <ul style="list-style-type: none"> Adaptability & self-management Ethical & social responsibility Leadership & teamwork 	[enter your experiences that have supported partial or full development of the skill subset]	[provide tangible evidence to support your rating]	[rating should reflect your experiences and evidence]
Inquiry & analytical skills	By developing inquiry and analytical skills you will be able to interpret data, and use evidence, and create innovative solutions to challenging situations <ul style="list-style-type: none"> Creativity & innovation Critical thinking & problem solving Research & evidence-based inquiry 	[enter your experiences that have supported partial or full development of the skill subset]	[provide tangible evidence to support your rating]	[rating should reflect your experiences and evidence]

Personal attributes

Attribute	Definition	Experiences	Evidence	Rating: very poor, poor, fair, good, excellent
Resilience	Able to bounce back after failure and adapt as you face change	[enter your experiences that have supported partial or full development of the personal attribute]	[provide tangible evidence to support your rating]	[rating should reflect your experiences and evidence]
Curiosity	Curious to learn	[enter your experiences that have supported partial or full development of the personal attribute]	[provide tangible evidence to support your rating]	[rating should reflect your experiences and evidence]
Empathy	Able to see things from the perspective of others	[enter your experiences that have supported partial or full development of the personal attribute]	[provide tangible evidence to support your rating]	[rating should reflect your experiences and evidence]
Passion	Motivated and passionate about your work	[enter your experiences that have supported partial or full development of the personal attribute]	[provide tangible evidence to support your rating]	[rating should reflect your experiences and evidence]

Part 2: Create a *Me in a Minute* video

Work through the *Brainstorming*, *Script*, and *Recording* workbook pages. Record your **Me in a Minute video** and upload it to PebblePad.

The *Brainstorming*, *Script* and *Recording* workbook pages will not be assessed, but it is highly recommended that you work through these pages of the workbook, as evidence shows that students who engage in these activities produce videos of a higher standard.

Script

The script that is written and used for the one-minute video is entirely up to you to create but will be influenced by the field you wish to enter, the knowledge you have acquired, and the transferable skills and personal attributes that you have developed. Although each student's video will be unique, you should follow the guidelines in this document and the marking rubrics.

Content to cover in the video

1. Introduce yourself (first and last name), state the course and major (if relevant) in which you are enrolled, and the year level.

Your discipline knowledge and skills will be covered in the introduction to your video (see marking rubric). If you have a particularly high WAM or have won any academic prizes, you may wish to include this as further evidence of knowledge gained, otherwise stating your course and major (if relevant) will suffice as evidence of your discipline knowledge and skills.

2. What is your dream career and why is this career for you?

You may wish to refer to the personal statement you wrote in semester 1 2020 HBS3HPR, to help with this.

3. Mention the key transferable skills and personal attributes required for this career that you have developed strengths in – you need to address at least 2 transferable skills and 1 personal attribute (each transferable skill has multiple components; you may choose to focus on one or more components)

Refer to your evaluation of transferable skills and personal attributes to help with this.

4. Describe the experiences that have helped you to develop these capabilities (which could have been throughout your course or through extra-curricular activities) and provide tangible evidence to support your claims.

Refer to your evaluation of transferable skills and personal attributes to help with this. Activities outside university could include volunteering, part time work, study abroad, sports, community activities - anything that showcases relevant skills and attributes.

5. What makes you unique/the perfect candidate?
6. Finish with a few words to leave a positive impression.

Video production

Watch the video "Prepare and record your own Me in a Minute video" in your PebblePad workbook (Recording page) for tips for preparing your video. You should appear in the video and speak to camera.

You may film yourself using the camera on your smartphone or tablet, or using a digital video camera, however, you should aim to achieve a professional looking and polished video using these tools.

Part 3: Reflection

Complete the reflection on module activities in the relevant PebblePad workbook page.

PebblePad workbook pages

About Me

Enter the following information:

1. Name
2. Course you are currently enrolled in
3. Desired career

Me in a Minute

Introduction to the Me in a Minute task

Evaluation of transferable skills and personal attributes

Complete an evaluation of your transferable skills and personal attributes

Brainstorming

Review the tips on starting preparation for your video and brainstorm the things you might like to focus on in your video.

Script

Review the tips (and template) on writing a script for your Me in a Minute video and complete the script template.

Recording

Review the tips and links to resources to help with recording your video.

Submit your video

Record your video and upload it to PebblePad as an mp4 file or provide a link to your video on a hosting site or in a shared drive.

Reflection on module activities and career development

For questions 1-21, **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 the module helped me to learn more about the transferable skills that employers are looking for overall	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
2. Completion of the module helped me to learn more about the personal attributes that employers are looking for overall	Strongly disagree	Disagree	Neutral	Agree	Strongly agree

3. Completion of the module helped me to learn more about the transferable skills that are particularly important for my dream career	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
4. Completion of the module helped me to learn more about the personal attributes that are particularly important for my dream career	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
5. Completion of the module helped me to reflect on which experiences have supported development of my transferable skills	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
6. Completion of the module helped me to reflect on which experiences have supported development of my personal attributes	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
7. Completion of the module helped me to identify tangible evidence that I can use to support my claims of attainment of transferable skills	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
8. Completion of the module helped me to identify tangible evidence that I can use to support my claims of attainment of personal attributes	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
9. Completion of the module helped me to explain and justify my transferable skills strengths	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
10. Completion of the module helped me to explain and justify my personal attributes strengths	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
11. How do you rate your ability to evaluate your transferable skills strengths and weaknesses?	Very poor	Poor	Fair	Good	Excellent
12. How do you rate your ability to evaluate your personal attributes strengths and weaknesses?	Very poor	Poor	Fair	Good	Excellent
13. How do you rate your ability to verbally explain and justify your transferable skills strengths?	Very poor	Poor	Fair	Good	Excellent
14. How do you rate your ability to verbally explain and justify your personal attributes strengths?	Very poor	Poor	Fair	Good	Excellent
15. How do you rate your ability to create a Me in a Minute video of a good standard or higher?	Very poor	Poor	Fair	Good	Excellent
16. I am proud of my Me in a Minute video	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
17. I plan to post my Me in a Minute video to my LinkedIn profile	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
18. The student guide provided a clear overview of the module and guidance for completing the module	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
19. The workshops / Q&A sessions were useful	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
20. The resources provided in PebblePad helped me complete the module	Strongly disagree	Disagree	Neutral	Agree	Strongly agree

21. 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
--	-------------------	----------	---------	-------	----------------

For the following questions it is up to you whether 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 assist with your career planning.

- 22.** What aspects of the My Career module have been most helpful for your career planning?
- 23.** Please suggest any practical changes that you believe could help support your career planning.
- 24.** If you are a Bachelor of Health Sciences student, you will most likely have completed six 'My Career' modules spanning across three year levels of your course. Can you please comment on the usefulness of these modules which were designed to support your career planning throughout your course.

Add to Your Portfolio

Option to add your My Career module to your Career Portfolio so it counts towards your Career Ready Advantage Award.



My Career module marking scheme part A

A mark of zero will be given for work that does not meet Poor (cell one) level performance.

5 (100%) Excellent	4 (80%) Very good	3 (70%) Good	2 (50%) Needs improvement	1 (25%) Poor
TRANSFERABLE SKILLS & PERSONAL ATTRIBUTES EVALUATION (100%)				
The experiences listed are highly likely to have supported partial or full development of the transferable skills and personal attributes, and the ratings provided are highly consistent with the tangible evidence provided.	The experiences listed are highly likely to have supported partial or full development of the transferable skills and personal attributes, and the ratings provided are highly consistent with the tangible evidence provided. Minor errors.	The experiences listed are likely to have supported partial or full development of the transferable skills and personal attributes, and the ratings provided are consistent with the tangible evidence provided. Some errors	Experience and evidence appear disconnected from the ratings.	Major errors or omissions.



My Career module marking scheme part B

A mark of zero will be given for work that does not meet Poor (cell one) level performance.

5 (100%) Excellent	4 (80%) Very good	3 (70%) Good	2 (50%) Needs improvement	1 (25%) Poor
PROFESSIONALISM (10%)				
Video is of professional quality with good sound quality, good lighting, a suitable background, good framing of shots, and candidate is dressed in professional attire.	Video is of professional quality with good sound quality, good lighting, a suitable background, good framing of shots, and candidate is dressed in professional attire. Minor errors.	Video is of professional quality with good sound quality, good lighting, a suitable background, good framing of shots, and candidate is dressed in professional attire. Some errors.	Video may not be of professional quality and/or candidate may not be dressed in professional attire.	The professionalism of the video and dress code of the candidate is unsatisfactory.
LANGUAGE AND SPEECH (10%)				
The presenter speaks to camera with good eye contact, language is highly fluent and audible, vocal expressiveness makes the presentation compelling, and speaker appears polished and confident.	The presenter speaks to camera with good eye contact, language is highly fluent and audible, vocal expressiveness makes the presentation compelling, and speaker appears polished and confident. Minor errors.	The presenter speaks to camera with good eye contact, language is highly fluent and audible, vocal expressiveness makes the presentation compelling, and speaker appears polished and confident. Some errors.	The presenter may need to improve eye contact, fluency, and/or vocal expressiveness, and confidence.	The language and delivery in the video are unsatisfactory; presenter needs to improve eye contact, fluency, vocal expressiveness, and confidence.
VIDEO LENGTH (5%)				
Video is between 55 s and 1 min 5 s.			Video is between 40 s and 54 s, or between 1 min 6 s and 1 min 20 s.	Video is less than 40 s or more than 1 min 20 s.
VIDEO: INTRODUCTION & DREAM CAREER (20%)				
The speaker introduces themselves (first and last name), states the course they are enrolled in and year level, and if relevant, the major of study. The speaker explains with utmost clarity why they have chosen to pursue a given career path.	The speaker introduces themselves (first and last name), states the course they are enrolled in and year level, and if relevant, the major of study. The speaker explains with utmost clarity why they have chosen to pursue a given career path. Minor errors or omissions.	The speaker introduces themselves (first and last name), states the course they are enrolled in and year level, and if relevant, the major of study. The speaker explains with utmost clarity why they have chosen to pursue a given career path. Some errors or omissions.	The speaker introduces themselves (first and last name), states the course they are enrolled in and year level, and if relevant, the major of study. The speaker explains why they have chosen to pursue a given career path. Many errors or omissions.	Significant errors/omissions exist in the description of course and explanation of choice of career path.

5 (100%) Excellent	4 (80%) Very good	3 (70%) Good	2 (50%) Needs improvement	1 (25%) Poor
VIDEO: TRANSFERABLE SKILLS AND PERSONAL ATTRIBUTES STRENGTHS (50%)				
<p>The speaker states at least 2 transferable skills and at least 1 personal attribute important for their dream career that they have developed strengths in.</p> <p>The speaker mentions highly relevant experiences that have allowed them to develop the transferable skills and personal attributes, and highly tangible evidence is provided to support each claim of strength.</p>	<p>The speaker states at least 2 transferable skills and at least 1 personal attribute important for their dream career that they have developed strengths in.</p> <p>The speaker mentions highly relevant experiences that have allowed them to develop the transferable skills and personal attributes, and highly tangible evidence is provided to support each claim of strength.</p> <p>Minor errors or omissions.</p>	<p>The speaker states at least 2 transferable skills and at least 1 personal attribute important for their dream career that they have developed strengths in.</p> <p>The speaker mentions relevant experiences that have allowed them to develop the transferable skills and personal attributes, and tangible evidence is provided to support each claim of strength.</p> <p>Some errors or omissions.</p>	<p>The speaker states at least 2 transferable skills and at least 1 personal attribute important for their dream career that they have developed strengths in.</p> <p>The speaker mentions experiences that have allowed them to develop the transferable skills and personal attributes, and evidence is provided to support each claim of strength.</p> <p>Many errors or omissions.</p>	<p>Significant errors/omissions exist in this component of the video.</p>
REFLECTION ON MODULE ACTIVITIES AND CAREER DEVELOPMENT (5%)				
All multi-choice reflection questions are answered.	Approximately 80% of multi-choice reflection questions are answered.	Approximately 70% of multi-choice reflection questions are answered.	Approximately 50% of the multi-choice reflection questions are answered.	Approximately 25% of multi-choice reflection questions are answered.