

EMPLOY_{101X}



SYLLABUS

EMPLOY101x Unlocking your employability

ABOUT THE COURSE

This course explores the concept of employability and takes you through a series of modules that will help you understand how to develop your employability.

We will journey through defining employability, developing it through reflecting on experiences and connecting them to employer expectations, and learning how to communicate your employability in a range of recruitment and workplace contexts.

Employers and recruiters will give their perspective on employer expectations and how graduates can best maximise their chances of securing a graduate position and continuing to develop professionally throughout their careers.

Current University of Queensland students will talk about how they are developing their employability while studying, and recent graduates will share their experiences of how they developed their employability and how they have utilised it in the workplace so far in their career journeys.

Other experts will provide insight into factors that impact on employability and draw from their research on the topic.

INTENDED AUDIENCE

The primary audience for this course is:

- current undergraduate students.

Our secondary audience is:

- prospective university students
- alumni

Anyone interested in developing their employability and university staff involved in the facilitation of students' employability would find this course valuable.

EXPECTED LEARNING OUTCOMES

On completion of this course, you should be able to:

- Understand what employability is and why it is important.
- Recognise opportunities for employability development.
- Apply self-reflective methods to interpret your experiences and connect them to your employability.
- Convey your unique qualities and skills to potential employers in various employment contexts.
- Recognise the value of working globally.
- Define professionalism and understand how to conduct yourself appropriately in the work environment.
- Develop key technical and communication skills required for the recruitment process.
- Prepare for the transition from university to your first job.
- Determine how to develop your employability throughout your career and understand the benefits of lifelong learning.

ASSESSMENT AND COMPLETION REQUIREMENTS

Throughout this course there are assessment activities for learners. The learning outcomes for the course are assessed through a range of activities including multiple choice, interactives, self-reflective worksheets, and audio recordings. Successfully completing 80% of the activities will result in a pass.

There are multiple opportunities for learners to discuss key topics in the course, but these are not assessed.

COURSE CONTENT ORGANISATION

Each module has information divided into various topics. This is not a week-by-week course; you can complete the modules at your own pace.

The first four modules form the foundation of the course and ideally should be completed consecutively and before any of the others.

Module 5, which deals with professional conduct in the workplace, follows on from the foundation modules. We recommend that you complete module 5 before you embark on work experience, or internships, or clinical or practical placements as part of your degree.

Module 6 is particularly valuable if you are about to graduate, or have graduated in the past five years and are currently employed. Module 7 focusses on ongoing learning and the value of working globally.

COURSE OUTLINE

MODULE 1

What is employability?

- What is employability?
- Why is employability important?
- What are the key influences on employability?
- Employer expectations
- Developing your employability through experience

MODULE 2

Developing your employability

- New experiences and their challenges
- Building your employability through global experiences
- Learning from reflecting on experiences
- The SEAL process of self-reflection
- Identifying skills and attributes from doing SEAL

MODULE 3

Connecting your employability development to the workplace

- Realising your employability
- The workplace context
- Your employability in different professions and organisations

MODULE 4

Communicating your employability

- Communicating your employability
- The recruitment process
- How to communicate your employability
- An example job interview

MODULE 5

Workplace behaviours and attitudes

- Exploring professionalism
- Workplace behaviours in practice
- Internships and placements

MODULE 6

Transitioning to the workplace

- Today's workplace
- Transitioning from university to the workplace
- Career pathways

MODULE 7

Lifelong learning and working globally

- Lifelong learning
- Professional development opportunities
- Working globally