

Wk	Date	Lecture	Tutorial	Assignment Due
1	31/07/2012	Lecture: Introduction to course/Expectations and requirements of the workplace/Employer panel	Graduate attributes and employability skills Self-assessment /Skills assessment	
2	07/08/2012	Resumes/online applications/Panel of employers 1 + 1 hrs	Addressing selection criteria, refining resumes Gap analysis – gap strategy development	
3	14/08/2012	Presentation skills Careers Research Report Intro	Peer evaluation of resumes Business Communication 1 – emails, letters, phone contact, developing interview questions, information interviews	
4	21/08/2012	Personal Branding/Networking/information Interviewing 1.5hrs	Business Communication 2 – conducting meetings	Assessment 1 Application addressing selection criteria
5	28/08/2012	How to write a professional report	Mini presentations on topic of interest 2-3 mins Peer reviewed with feedback	Presentations formative peer assessment
6	04/09/2012	How to work in teams	Teamwork activities	
7	11/09/2012	Presentations	Presentations	Assessment 2A Individual Presentation

8	18/09/2012	No teaching		
	25/09/2012	VC week		
9	02/10/2012	Interview skills	Graduate attributes review/Achievements	Assessment 2B Group Report
10	09/10/2012	Writing a Reflection report	Interview practice in groups / Assessment Centres	
11	16/10/2012	Goal setting/Action Planning	Mock Assessment Centre (teamwork review)	
12	23/10/2012	Guest speakers	Assessment: Interviews	Assessment 3 Interview
13	30/10/2012	Assessment: Interviews	Assessment: Interviews	Assessment 4 Reflection report
14	06/11/2012	Interview feedback session		